Welcome to

Contractor Overview

Agenda

- ✓ Policy
- ✓ Process Overview
- ✓ Ratings and Narratives
- ✓ Contractor Guidance
- ✓ Past Performance Information Retrieval System (PPIRS)
- ✓ Helpful Hints

What is CPARS?

Contractor Performance Assessment Reporting System (CPARS)

Web-enabled application that collects and manages a library of automated contractor report cards

- ✓Two Modules Within CPARS
  - Contractor Performance Assessment Reporting System (CPARS) Module – Systems, Operations Support, Services, Information Technology, Architect-Engineer and Construction
  - Federal Awardee Performance and Integrity Information System (FAPIIS) Module

Why Evaluate Contractor Performance?

Office of Federal Procurement Policy (OFPP) and Federal Acquisition Regulation (FAR) Require:

Collection and Maintenance of Past Performance Information for Use in the Award Decisions for Competitive Acquisitions

Regulatory Requirements

- ✓**FAR 42.1502**
  - Past Performance Evaluations Prepared:
    - At Least Annually
    - At Time Work Under Contract or Order is Completed
  - Past Performance Information Shall Be Entered Into CPARS
- ✓**FAR 42.1503**
  - Evaluation Factors
    - Technical
    - Cost Control
    - Schedule
    - Management
    - Small Business Subcontracting
    - Other

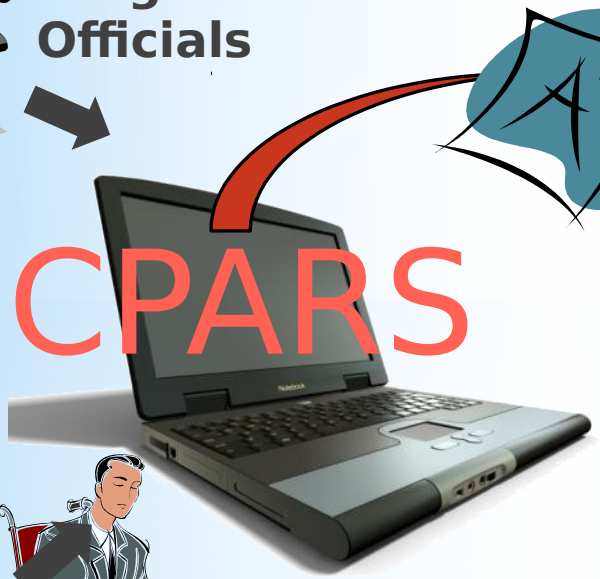
Regulatory Requirements (cont.)

- ✓**FAR 42.1503**
  - Evaluation Ratings Definitions
  - Evaluations Automatically Transmitted to Past Performance Information Retrieval System (PPIRS)
  - Agencies Shall Use PPIRS Information in Source Selections
    - Within 3 Years of Contract/Order Completion
    - 6 Years for Architect-Engineer and Construction
  - Past Performance Information Shall be Entered Into CPARS
- ✓**FAR 15.304**
  - Past Performance Shall be Evaluated in All Source Selections for Negotiated Competitive Acquisitions Expected to Exceed Simplified Acquisition Threshold

Past Performance Process Overview

Government Contracting & Program Officials

Government Source Selection Officials



CPARS

PPIRS

Contractor Representative

Contractor Senior Management

CPARS Primary Objectives

- ✓Ensure Current, Complete, and Accurate Information on Contractor Performance Available for Use in Source Selections
- ✓Support Best Value Source Selection Decisions – Awards for Proven Performers
- ✓Provide Up-To-Date Documentation of Contractor's Ability to Provide Quality, On-Time Products and Services that Conform to Contractual Requirements
- ✓Motivate Improved Performance
- ✓Support Responsibility Determinations of Prospective Contractors

CPAR Evaluations

For Official Use Only/Treated as Source Selection Information IAW FAR 2.101, 3.104, 42.1503

- ✓Pre-Decisional in Nature
- ✓Protected Throughout Life Cycle
  - •Includes Working Papers
- ✓Accessible By:
  - •Government Personnel with Need to Know
  - •Contractor who is Subject of Evaluation
- ✓Not Releasable Under Freedom of Information Act (FOIA)
- ✓Retained in PPIRS for 3 Years After Contract Completion
  - •6 Years for A-E & Construction
- ✓No Longer Prohibited from Transmitting Evaluations via Email

Federal Dollar Thresholds

Business Sector	Dollar Threshold
Systems & Non-Systems	> Simplified Acquisition Threshold (SAT)
Architect-Engineer	≥ $35,000 All Terminations for Default
Construction	≥ $700,000 All Terminations for Default

Note: It is important that the correct Product or Service Code (PSC) is used when transmitting procurement data to the Federal Procurement Data System (FPDS) so the proper dollar threshold is reported to CPARS.

Department of Defense (DoD) Dollar Thresholds

Business Sector	Dollar Threshold
Systems	> $5,000,000
Non-Systems	
- Operations Support	> $5,000,000
- Services	> $1,000,000
- Information Technology	> $1,000,000
- Ship Repair & Overhaul	> $500,000
Architect-Engineer	≥ $35,000 All Terminations for Default
Construction	≥ $700,000 All Terminations for Default

Note Regarding Subcontractors

- ✓ Evaluate **Prime Contractor** Performance ONLY
  - Do Not Evaluate Subcontractor Performance
  - Privity of Contract Between Prime-Sub
- ✓ Acknowledge Subcontractor Effort
  - Critical Aspect or 25% or More of Effort
  - Include Sub's Name and DUNS
  - Address in Narrative
- ✓ Address Prime's Ability to Manage Subcontractor

Ratings and Narratives
Rating Definitions (FAR 42.1503 Table 42-1)

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional	Exceeds Many – Gov't Benefit	Few Minor	Highly Effective
Very Good	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory
Marginal	Does Not Meet Some – Gov't Impact	Serious; Recovery Still Possible	Marginally Effective; Not Fully Implemented
Unsatisfactory	Does Not Meet Most – Gov't Impact	Serious; Recovery Not Likely	Ineffective

Ratings and Narratives
Utilization of Small Business Rating Definitions (FAR 42.1503 Table 42-2)

Rating	Subcontracting Plan	ISR/SSR	Benefits / Impacts
Exceptional	Exceeded All Statutory Goals	Accurate & Timely	Multiple Significant Events of Benefit
Very Good	Met All Statutory Goals	Accurate & Timely	Significant Event of Benefit
Satisfactory	Good Faith Effort to Meet Goals	Accurate & Timely	Minor Problems; Major Problems w/ Corrective Action
Marginal	Deficient in Meeting Key Plan Elements	Inaccurate; Untimely	Significant Event Contractor Had Trouble Overcoming
			Multiple Significant

Utilization of Small Business

- ✓Evaluate When Subcontracting Plan is Required
  - Contracts
  - Orders Against BOAs, BPAs, GWACs, MACs
  - Single-Agency Task/Delivery Order When Contracting Officer Determines Appropriate
- ✓For Multi-Agency Indefinite Delivery Vehicles, Evaluated by Agency that Awarded Contract Unless Separate Small Business Subcontracting Goals in Each Order
  - Includes FSS, GWACs, MACs

Ratings and Narratives
Narrative Guidelines
(Government Official)

- ✓ Address Contractor **Performance**
  - Recent
  - Relevant
- ✓ Collect Input From Entire Program/Project Team
- ✓ Provide Reader a Complete Understanding of the Contractor's Performance

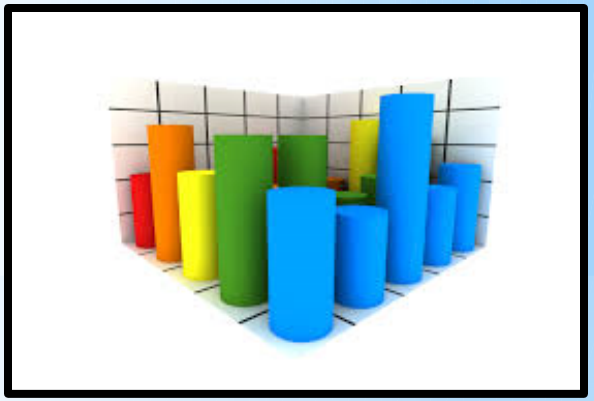
Must be Accurate, Fair, and Comprehensive

Ratings and Narratives
Narrative Guidelines
(Government Official)

- ✓ Narrative Required for Each Rated Element
- ✓ Address:
  - Rating Changes From Prior Reports
  - Benefit/Impact to Government
- ✓ Recognize:
  - Risk Inherent in Effort
  - Government's Role in Contractor's Inability to Meet Requirements
- ✓ Indicate Major/Minor Strengths/Weaknesses

Ratings and Narratives
Narrative Guidelines
(Government Official)

- ✓Consistent With:
  - Program Metrics
    - Program Reviews
    - Earned Value Management Data
    - Award Fees/Incentives
    - Certificates of Service
    - Cost Performance Reports
    - Quality Reviews/Evals
  - Ratings
  - Contract Objectives
- ✓Document Problems and Solutions
- ✓Contain Non-Personal and Objective Statements



Helpful Hints Prior to Performance Period

- ✓Government Official and Contractor
  - Identify Expectations
  - Discuss Areas to be Evaluated
- ✓Obtain Copy of Policy Guide
  - At Post-Award Conference
  - Prior to Annual Evaluation
- ✓Communicate Regarding Evaluation Deadlines

Don’t wait until the Final evaluation to Communicate re: Your Performance!

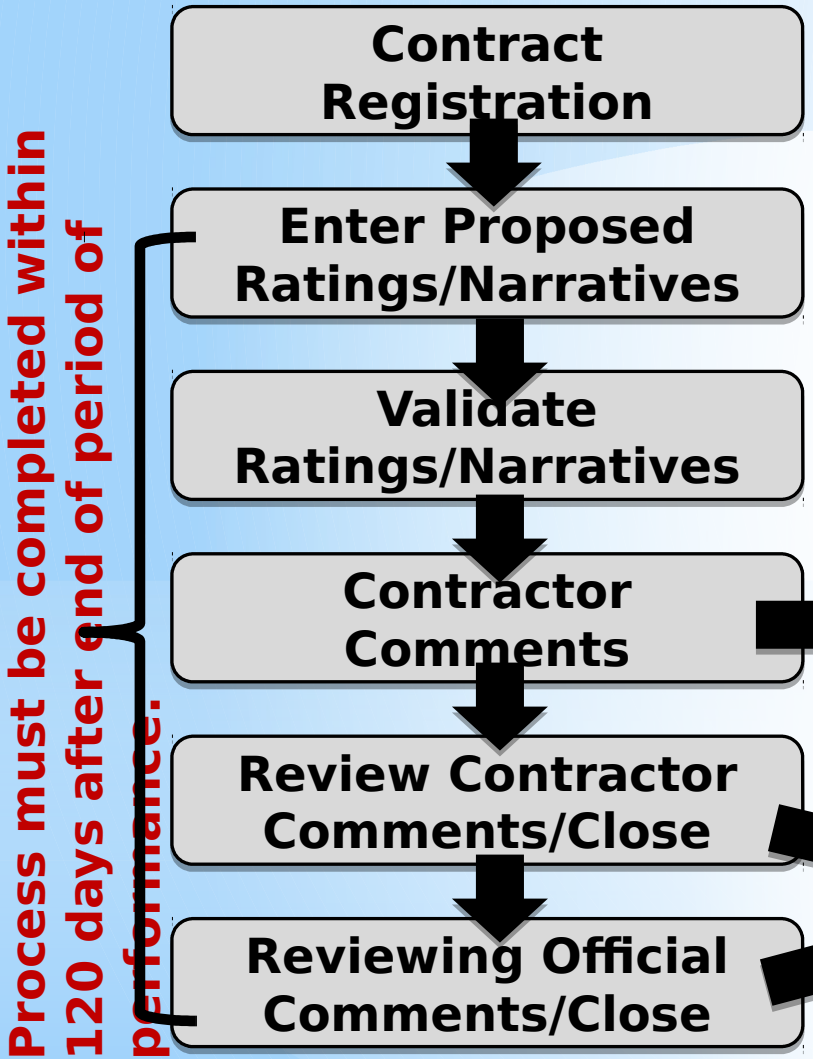
Helpful Hints During Performance Period

- ✓Communicate With Government Official
  - •Obtain Feedback
- ✓Examples of Government Documentation:
  - •Status Reports
  - •Earned Value Management Data
  - •Monthly Certificates of Service
  - •Award Fee Evaluations
  - •Program Reviews
  - •Earned Contract Incentives
  - •COR Documentation

Helpful Hints
After Performance Period

- ✓ Government May Provide Draft Evaluation
- ✓ May Provide Self Evaluation
- ✓ Address Concerns
  - Face to Face Meetings
- ✓ Ensure Comments Received
  - Contact Government Official

CPARS Workflow


Contract Registration
Enter Proposed Ratings/Narratives
Validate Ratings/Narratives
Contractor Comments
Review Contractor Comments/Close
Reviewing Official Comments/Close
Process must be completed within 120 days after end of period of performance.

Following AO Signature:

- Day 15: Sent to PPIRS ("Pending" if no CR Comments), Updated in PPIRS Daily
- Day 61: Contractor Comment Period Ends; Eval Returned to AO (CR Locked Out)

Updated in PPIRS When:

- AO Modifies/Sends to RO/Closes
- RO Closes
- "Pending" Marking Removed when AO/RO Closes

Contractor Comments Requirements

- ✓60 Calendar Days to Respond
  - System Generated Email Notifications
- ✓7 Calendar Days to Request Meeting to Discuss CPAR (Optional)
- ✓Review Admin Info, Ratings, and Narratives
- ✓Provide Clear and Concise Responses
  - 24,000 Character Limit per Evaluation Area and General Comments
- ✓Provide Concurrence/Non-Concurrence, Name, and Title
- ✓Send to Assessing Official

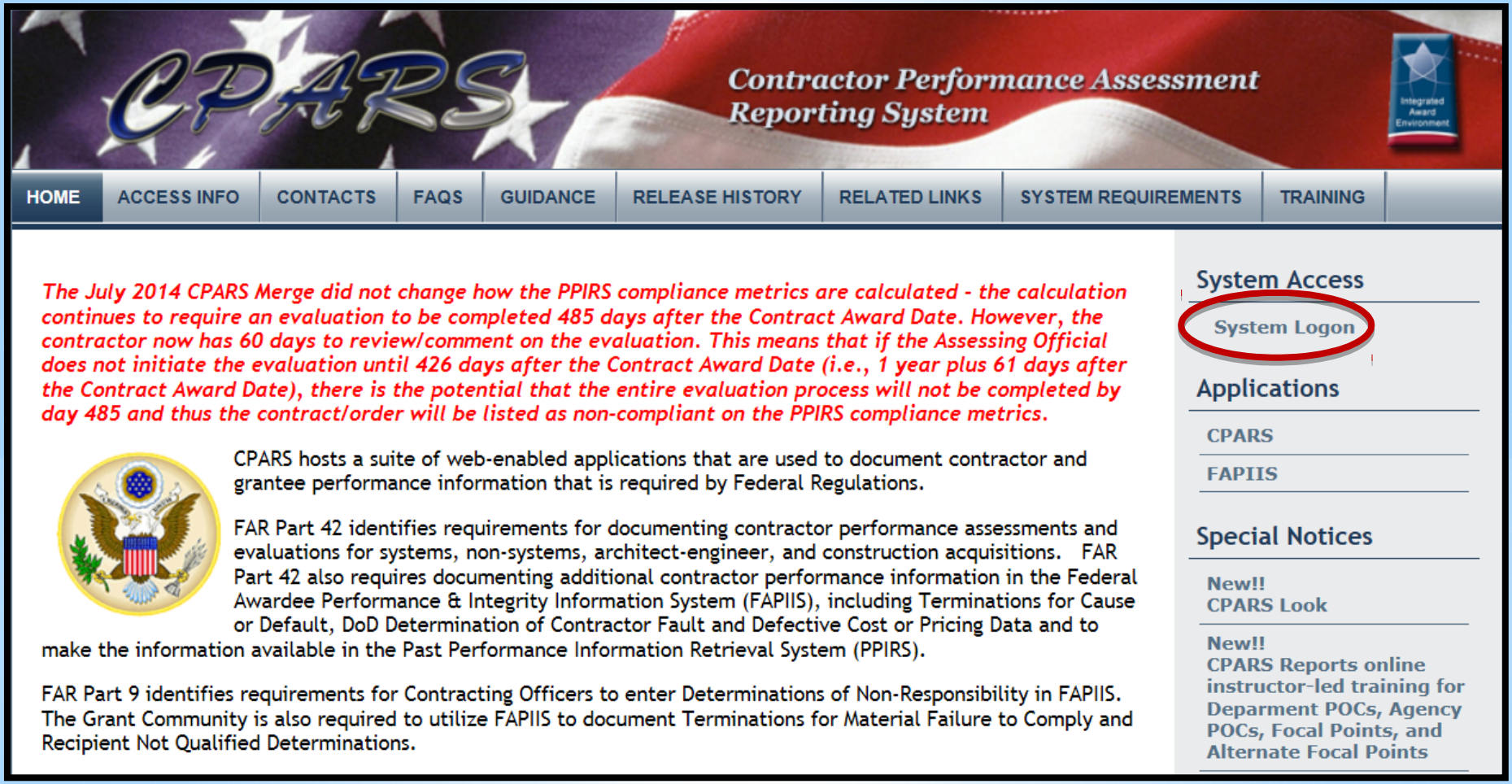
Contractor Comments Contractor Guidance Included in Transmittal Email

- ✓Protect the CPAR
  - Handle as “Source Selection Information”
- ✓Prohibited Use:
  - Advertising
  - Promotional Material
  - Pre-Award Surveys
  - Production Readiness Reviews
- ✓Advise Contractor to:
  - Acknowledge Receipt
  - Comment
  - Respond Within 60 Calendar Days

Logging In

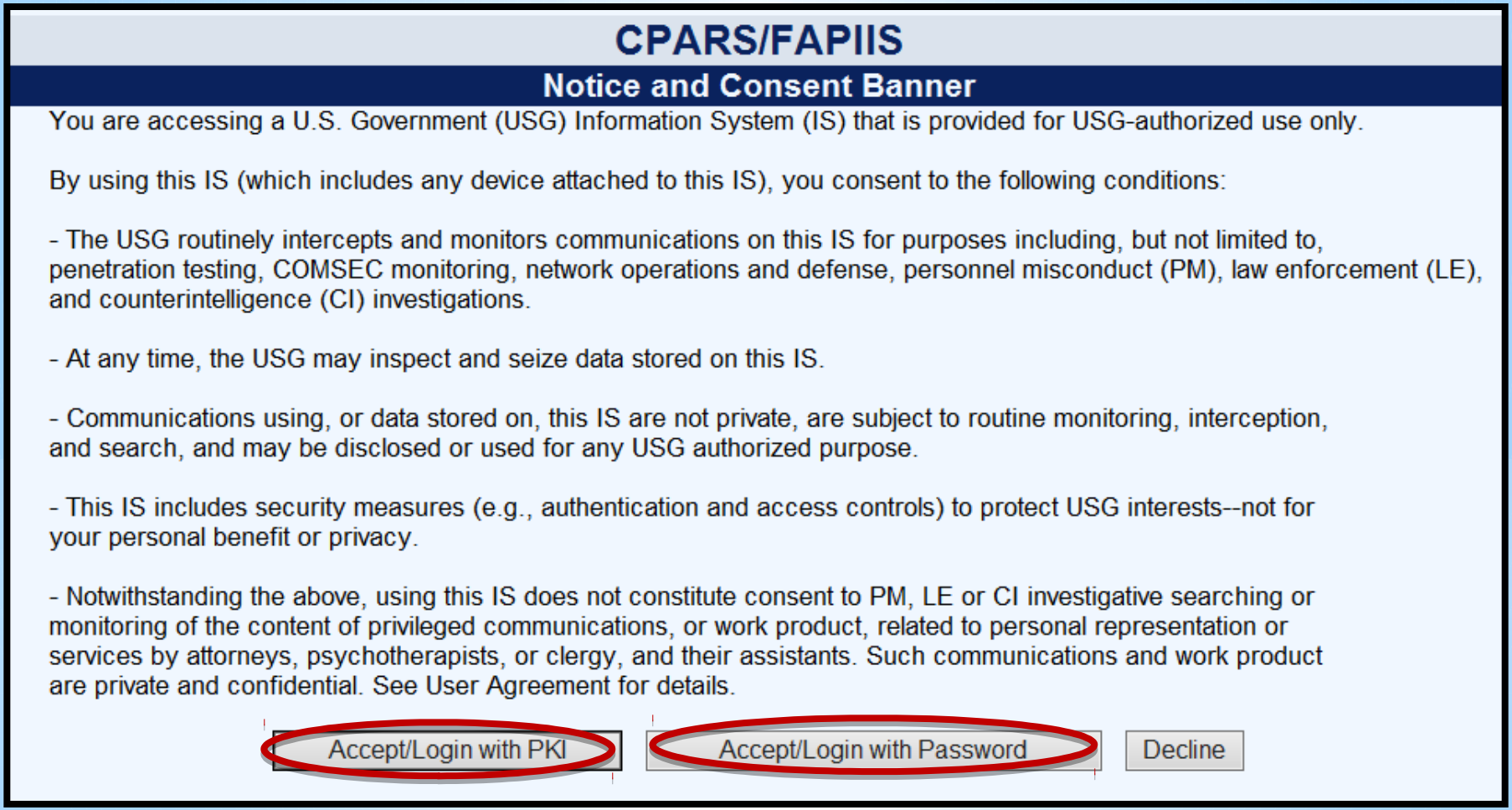
- ✓ Receive Access from Government Focal Point
- ✓ Contractor Users
  - User ID Required
  - PKI Certificate Encouraged
    - Purchase from External Certificate Authority
  - Password Required if No PKI Certificate

Logging In


CPARS
Contractor Performance Assessment Reporting System
HOME
ACCESS INFO
CONTACTS
FAQS
GUIDANCE
RELEASE HISTORY
RELATED LINKS
SYSTEM REQUIREMENTS
TRAINING
The July 2014 CPARS Merge did not change how the PPIRS compliance metrics are calculated - the calculation continues to require an evaluation to be completed 485 days after the Contract Award Date. However, the contractor now has 60 days to review/comment on the evaluation. This means that if the Assessing Official does not initiate the evaluation until 426 days after the Contract Award Date (i.e., 1 year plus 61 days after the Contract Award Date), there is the potential that the entire evaluation process will not be completed by day 485 and thus the contract/order will be listed as non-compliant on the PPIRS compliance metrics.
CPARS hosts a suite of web-enabled applications that are used to document contractor and grantee performance information that is required by Federal Regulations.
FAR Part 42 identifies requirements for documenting contractor performance assessments and evaluations for systems, non-systems, architect-engineer, and construction acquisitions. FAR Part 42 also requires documenting additional contractor performance information in the Federal Awardee Performance & Integrity Information System (FAPIIS), including Terminations for Cause or Default, DoD Determination of Contractor Fault and Defective Cost or Pricing Data and to make the information available in the Past Performance Information Retrieval System (PPIRS).
FAR Part 9 identifies requirements for Contracting Officers to enter Determinations of Non-Responsibility in FAPIIS. The Grant Community is also required to utilize FAPIIS to document Terminations for Material Failure to Comply and Recipient Not Qualified Determinations.
System Access
System Logon
Applications
CPARS
FAPIIS
Special Notices
New!!
CPARS Look
New!!
CPARS Reports online instructor-led training for Deparment POCs, Agency POCs, Focal Points, and Alternate Focal Points

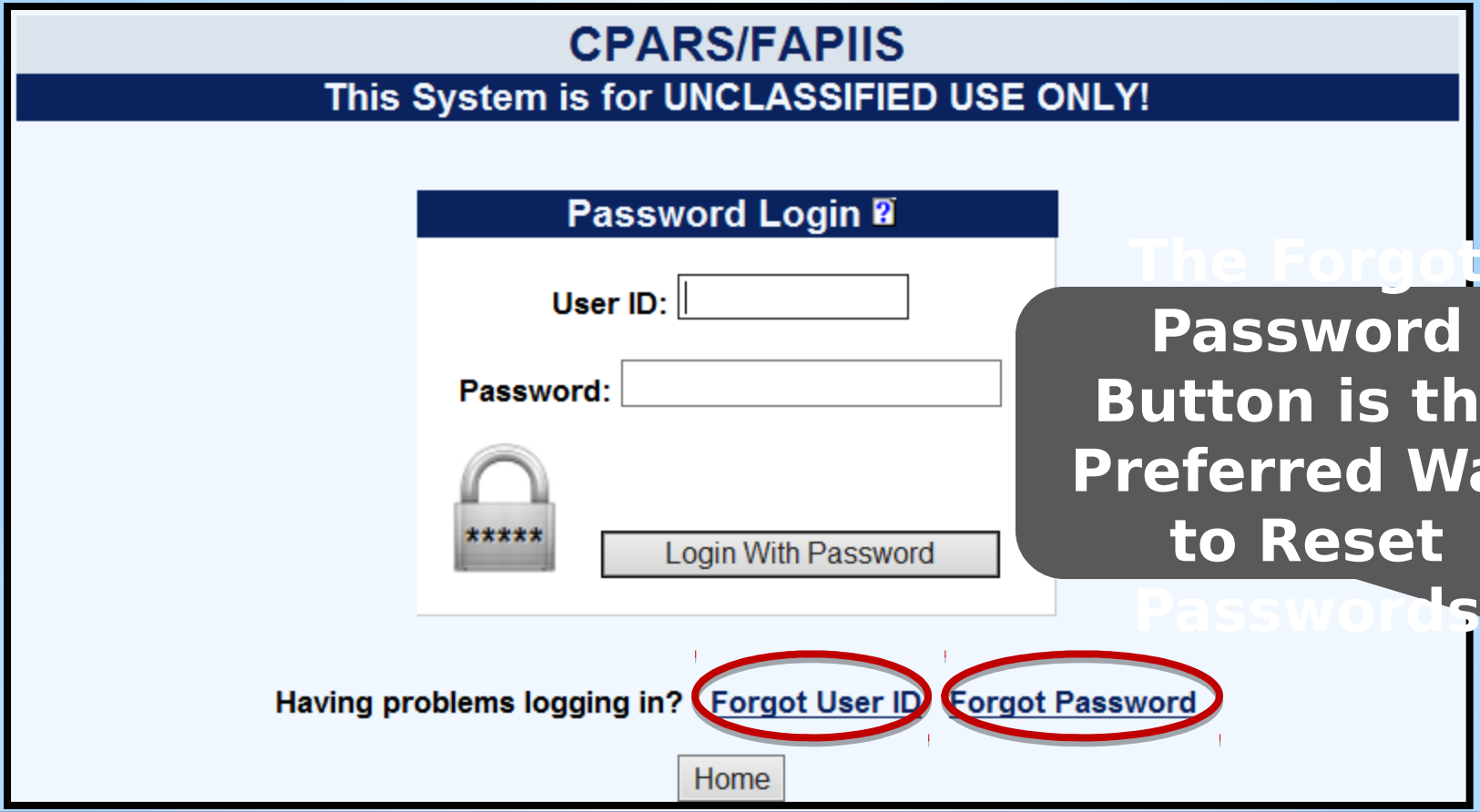
1. Visit https://www.cpars.gov
2. Select System Logon

Logging In


CPARS/FAPIIS
Notice and Consent Banner
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
Accept/Login with PKI
Accept/Login with Password
Decline

Click Accept/Login with PKI or Accept/Login with Password

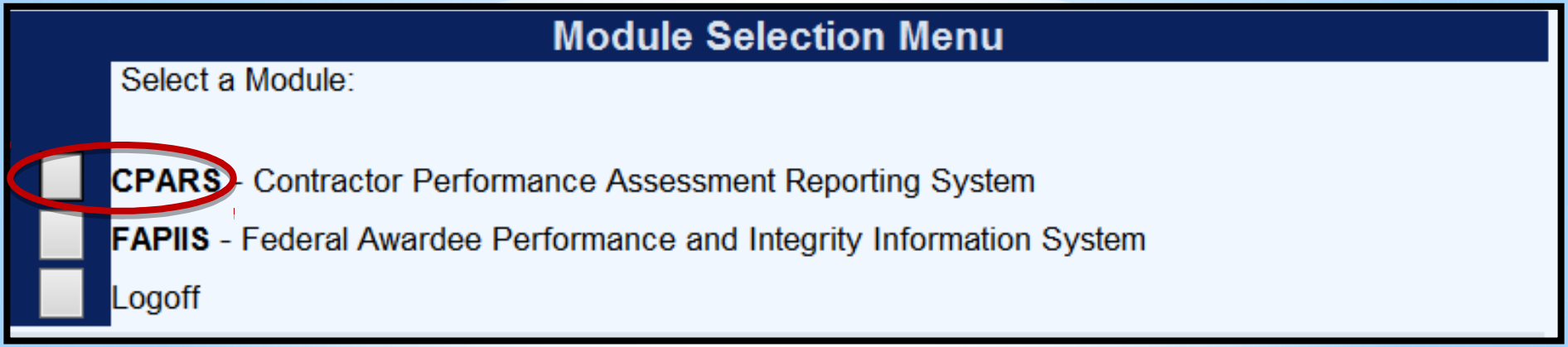
Logging In



The Forgot Password Button is the Preferred Way to Reset Passwords

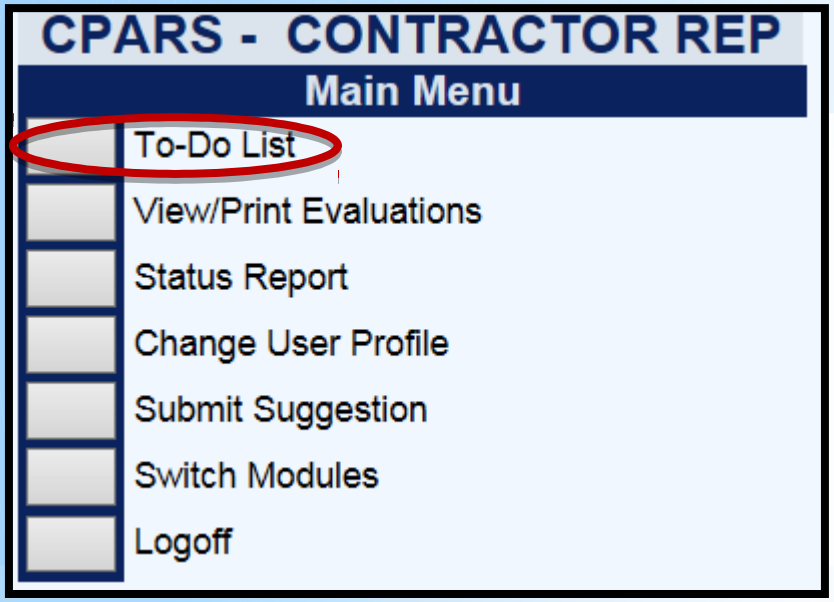
First time logging in? Use the Forgot Password button to receive an email with a temporary password. Forgot your User ID? Use the Forgot User ID button to receive an email with your User ID.

Accessing CPARS


Module Selection Menu
Select a Module:
CPARS - Contractor Performance Assessment Reporting System
FAPIIS - Federal Awardee Performance and Integrity Information System
Logoff

1. After Logging in with User ID, Select CPARS Module

Contractor Comments



1. Select To-Do List
2. Select Contract from To-Do List

Accept/Login with PKI

CPARS

To-Do List

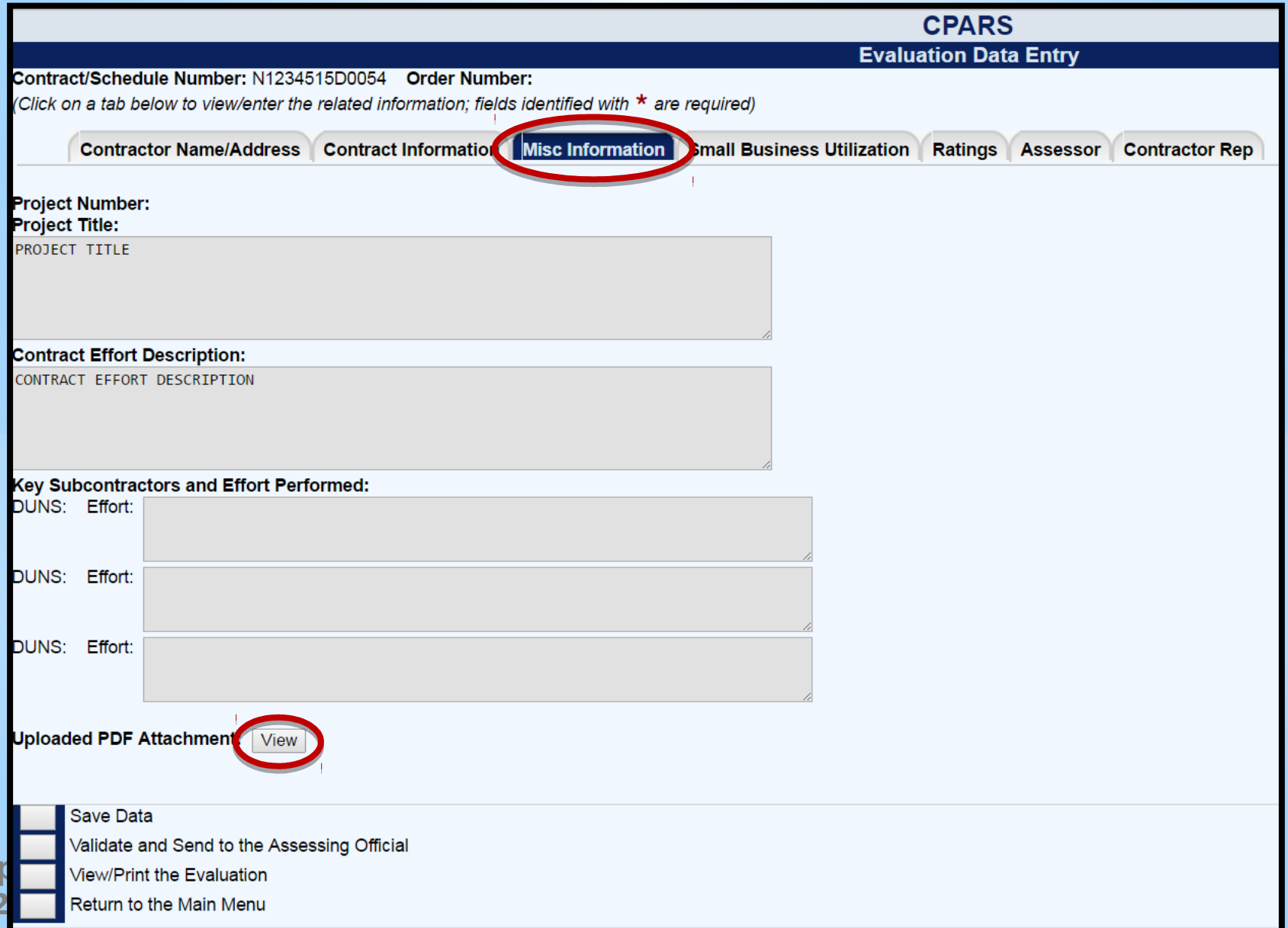
(Select a Contract Number below to complete the action required.)

[Spreadsheet]

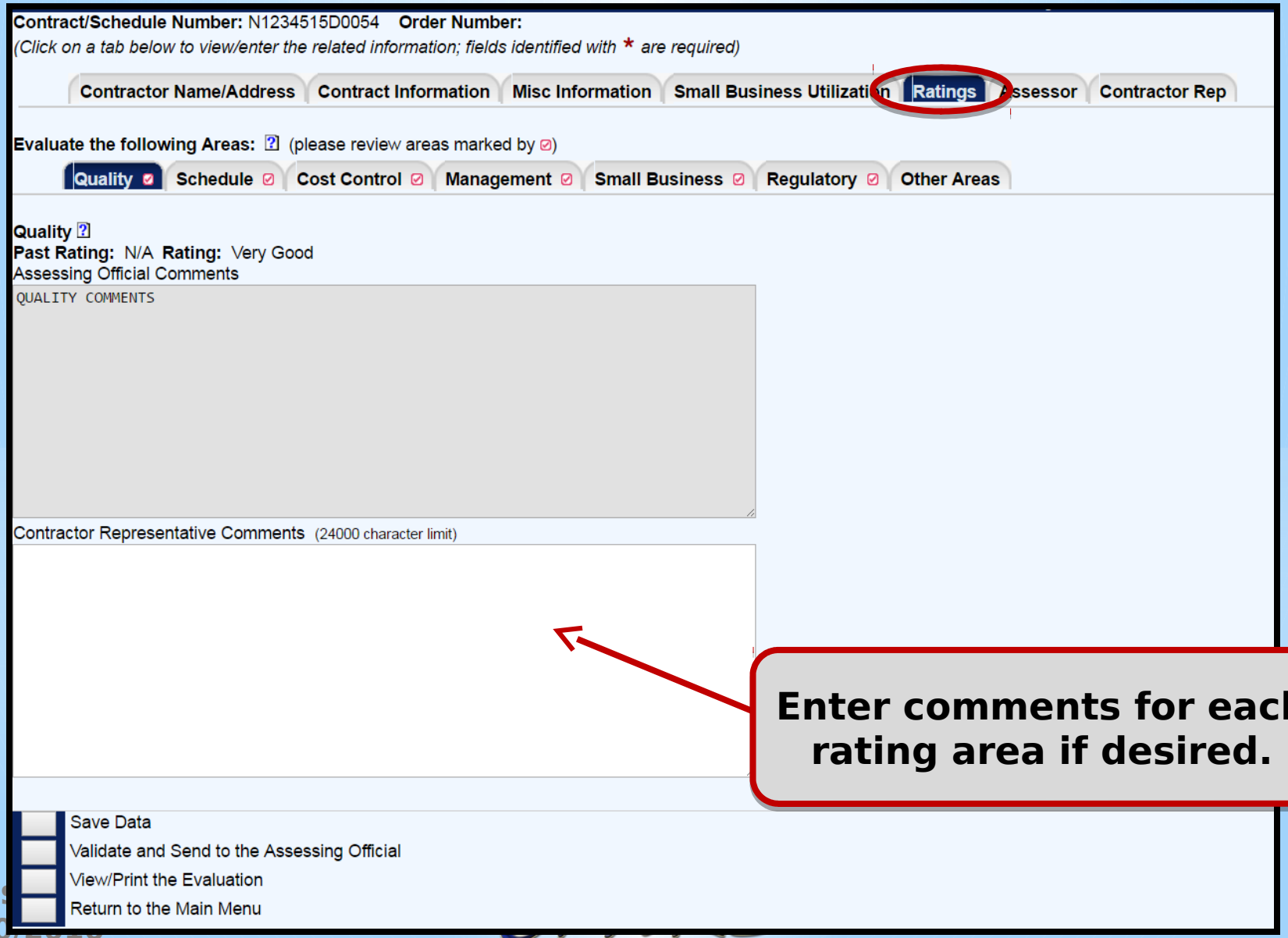
Contract Number	Order Number	DUNS	Period of Performance	Action Required	Assigned Date	Due Date
N1234515D0054		999999999	08/02/2015 - 08/01/2016	Input Comments	12/13/2016	02/11/2017

Return to the Main Menu

View Attachment

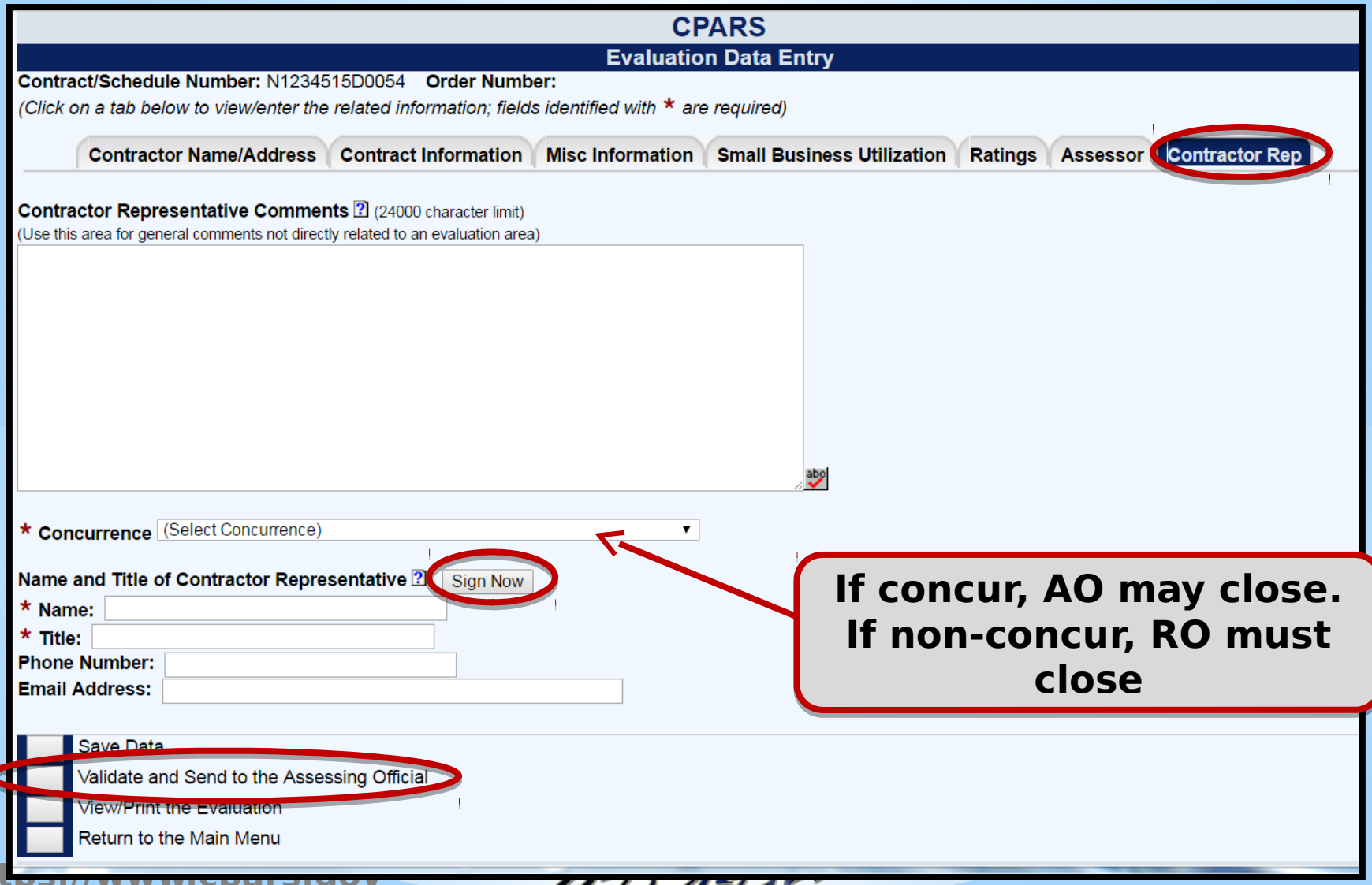


Contractor Comments



Enter comments for each rating area if desired.

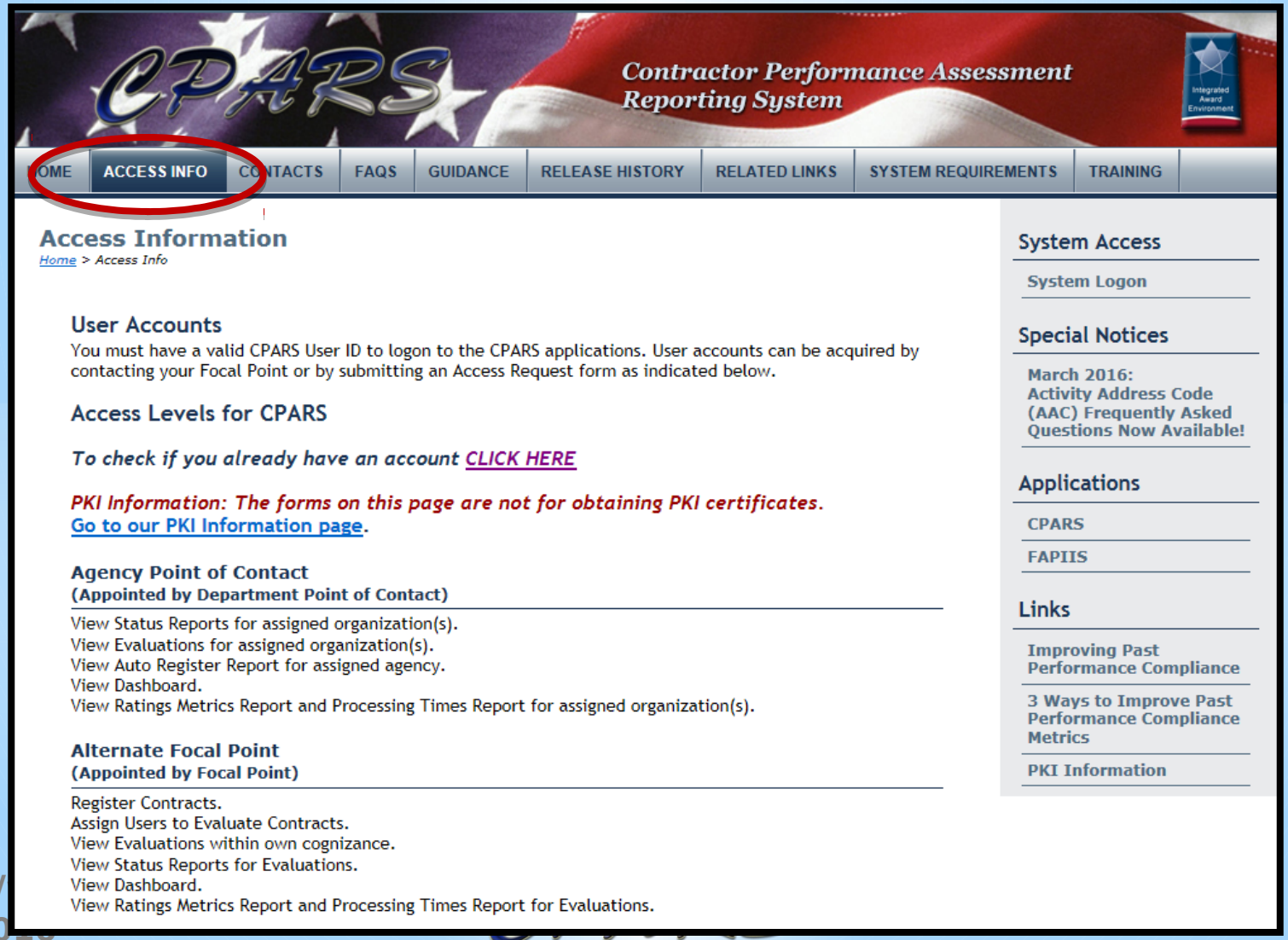
Contractor Comments


CPARS
Evaluation Data Entry
Contract/Schedule Number: N1234515D0054 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
Assessor
Contractor Rep
Contractor Representative Comments (24000 character limit)
(Use this area for general comments not directly related to an evaluation area)
* Concurrence (Select Concurrence)
Name and Title of Contractor Representative
Sign Now
* Name:
* Title:
Phone Number:
Email Address:
Save Data
Validate and Send to the Assessing Official
View/Print the Evaluation
Return to the Main Menu
If concur, AO may close.
If non-concur, RO must close

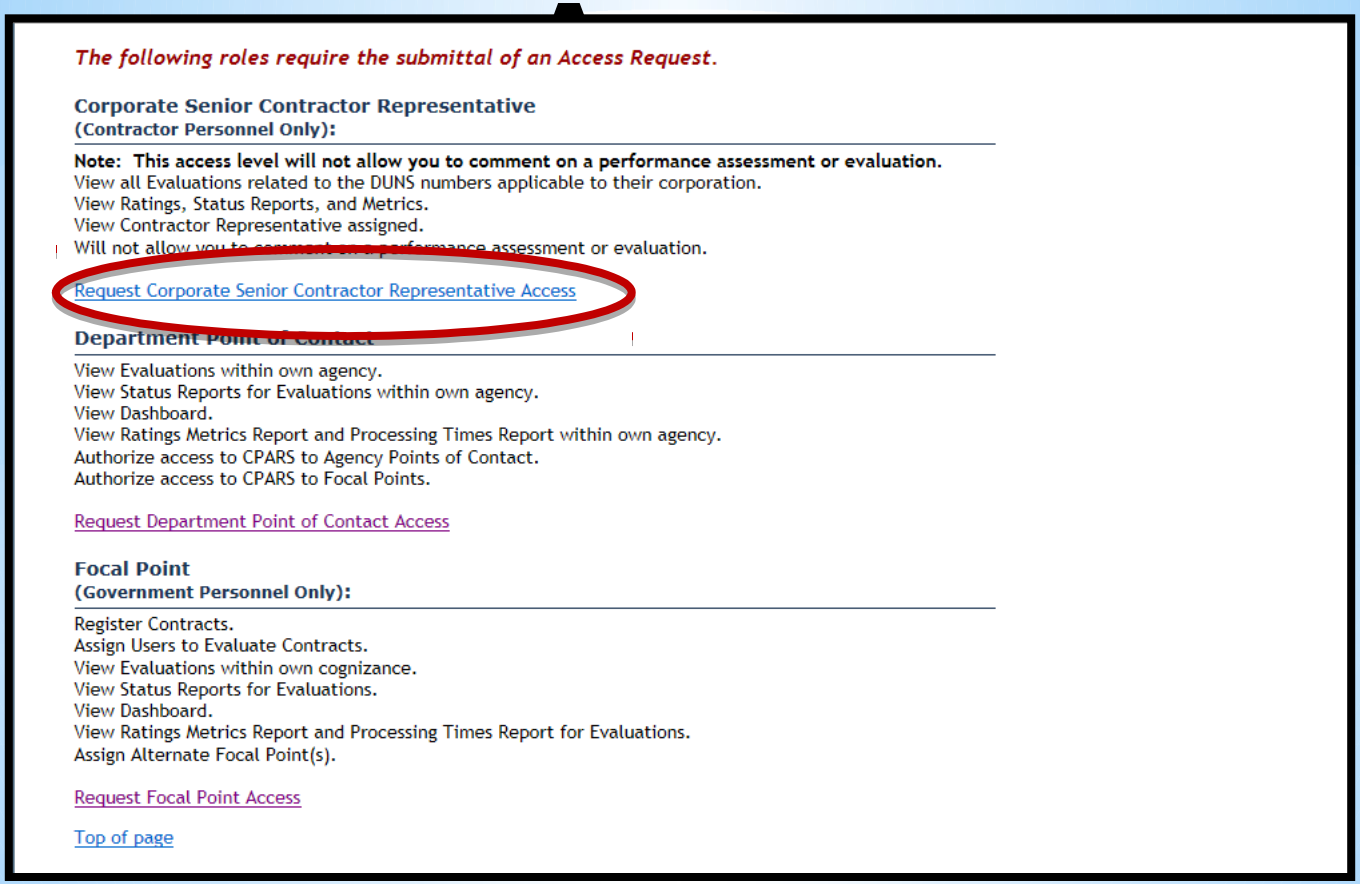
Additional Roles

- ✓ Department Point of Contact (DPOC)
  - CPARS Change Control Board
- ✓ Agency Point of Contact (APOC)
  - Higher Level for Monitoring
- ✓ Corporate Senior Management Representative
  - CEO, President
  - Access Granted by DUNS Number

Requesting Corporate Senior Management


CPARS
Contractor Performance Assessment Reporting System
HOME
ACCESS INFO
CONTACTS
FAQS
GUIDANCE
RELEASE HISTORY
RELATED LINKS
SYSTEM REQUIREMENTS
TRAINING
Access Information
Home > Access Info
User Accounts
You must have a valid CPARS User ID to logon to the CPARS applications. User accounts can be acquired by contacting your Focal Point or by submitting an Access Request form as indicated below.
Access Levels for CPARS
To check if you already have an account CLICK HERE
PKI Information: The forms on this page are not for obtaining PKI certificates.
Go to our PKI Information page.
Agency Point of Contact
(Appointed by Department Point of Contact)
View Status Reports for assigned organization(s).
View Evaluations for assigned organization(s).
View Auto Register Report for assigned agency.
View Dashboard.
View Ratings Metrics Report and Processing Times Report for assigned organization(s).
Alternate Focal Point
(Appointed by Focal Point)
Register Contracts.
Assign Users to Evaluate Contracts.
View Evaluations within own cognizance.
View Status Reports for Evaluations.
View Dashboard.
View Ratings Metrics Report and Processing Times Report for Evaluations.
System Access
System Logon
Special Notices
March 2016: Activity Address Code (AAC) Frequently Asked Questions Now Available!
Applications
CPARS
FAPIIS
Links
Improving Past Performance Compliance
3 Ways to Improve Past Performance Compliance Metrics
PKI Information

Requesting Corporate Senior Management



The following roles require the submittal of an Access Request.

Corporate Senior Contractor Representative
(Contractor Personnel Only):

Note: This access level will not allow you to comment on a performance assessment or evaluation.
View all Evaluations related to the DUNS numbers applicable to their corporation.
View Ratings, Status Reports, and Metrics.
View Contractor Representative assigned.
Will not allow you to comment on a performance assessment or evaluation.

Request Corporate Senior Contractor Representative Access

Department Point of Contact

View Evaluations within own agency.
View Status Reports for Evaluations within own agency.
View Dashboard.
View Ratings Metrics Report and Processing Times Report within own agency.
Authorize access to CPARS to Agency Points of Contact.
Authorize access to CPARS to Focal Points.

Request Department Point of Contact Access

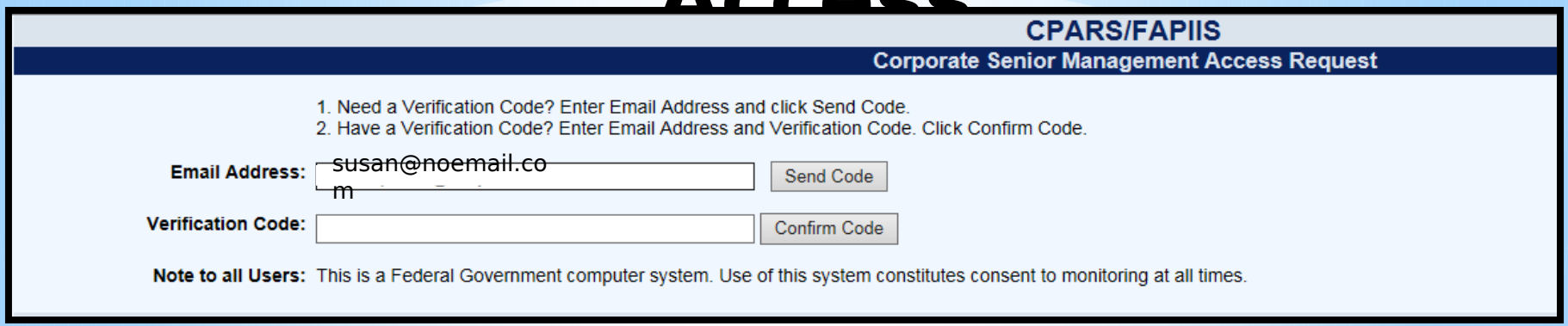
Focal Point
(Government Personnel Only):

Register Contracts.
Assign Users to Evaluate Contracts.
View Evaluations within own cognizance.
View Status Reports for Evaluations.
View Dashboard.
View Ratings Metrics Report and Processing Times Report for Evaluations.
Assign Alternate Focal Point(s).

Request Focal Point Access

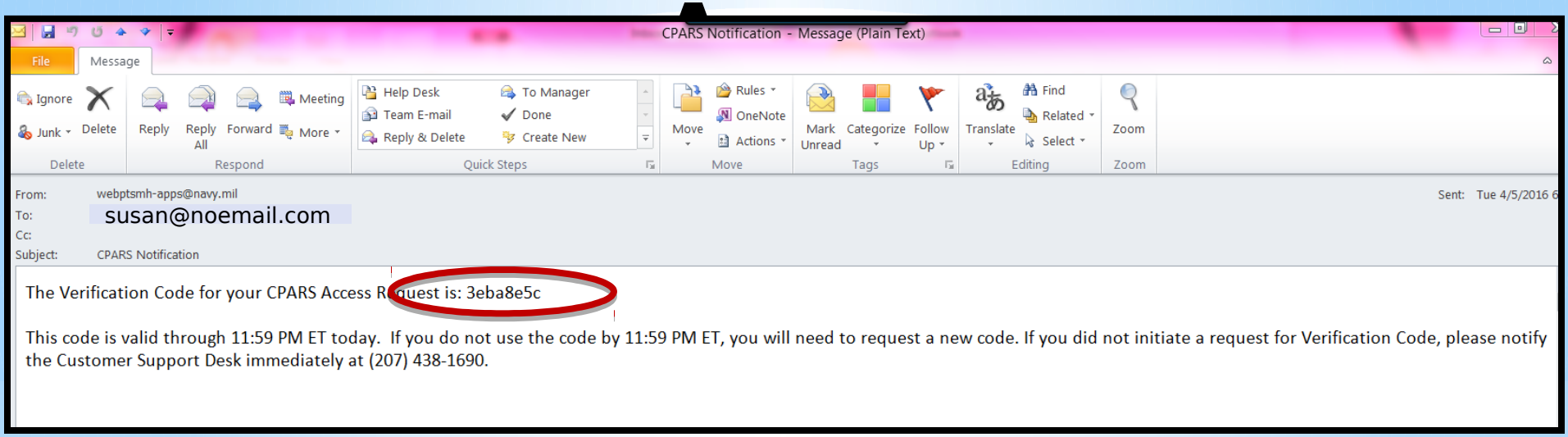
Top of page

Requesting Corporate Senior Management Access


CPARS/FAPIIS
Corporate Senior Management Access Request
1. Need a Verification Code? Enter Email Address and click Send Code.
2. Have a Verification Code? Enter Email Address and Verification Code. Click Confirm Code.
Email Address:
susan@noemail.com
Send Code
Verification Code:
Confirm Code
Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

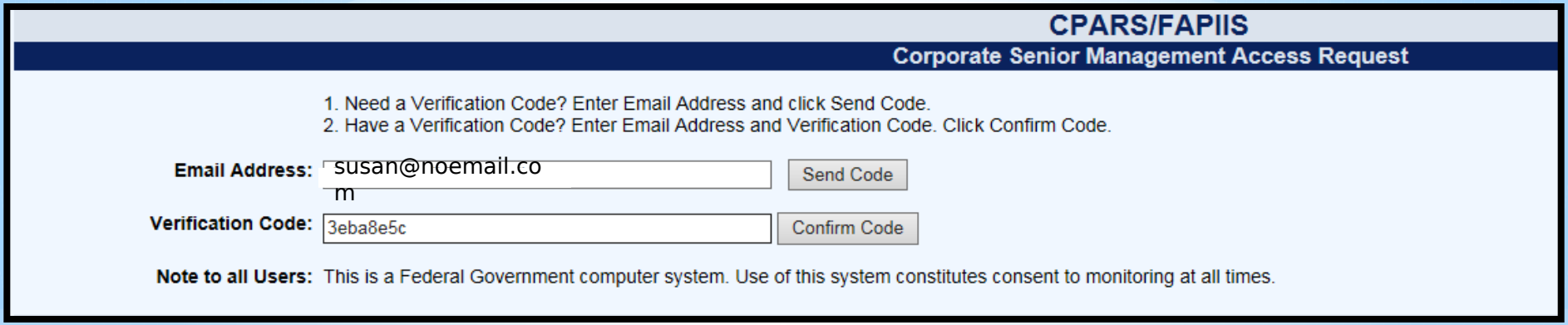
Use Email Address to Request Verification Code.

Requesting Corporate Senior Management



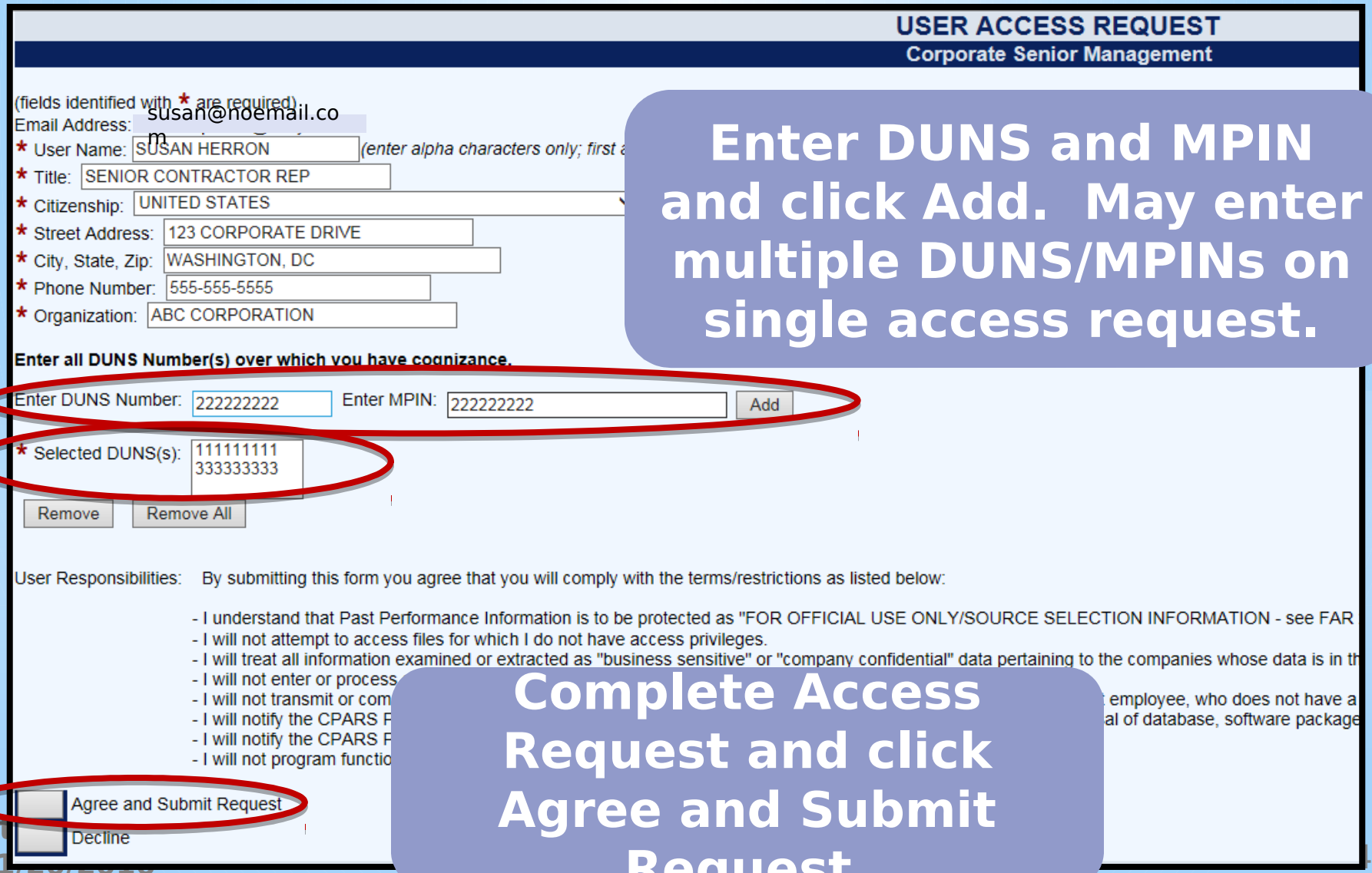
Verification Code provided in automatic email notification.
Verification Code valid until 11:59 PM ET on date it was issued.

Requesting Corporate Senior Management Access


CPARS/FAPIIS
Corporate Senior Management Access Request
1. Need a Verification Code? Enter Email Address and click Send Code.
2. Have a Verification Code? Enter Email Address and Verification Code. Click Confirm Code.
Email Address:
susan@noemail.com
Send Code
Verification Code:
3eba8e5c
Confirm Code
Note to all Users:
This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

Enter Email Address and Verification Code.
Click Confirm Code.

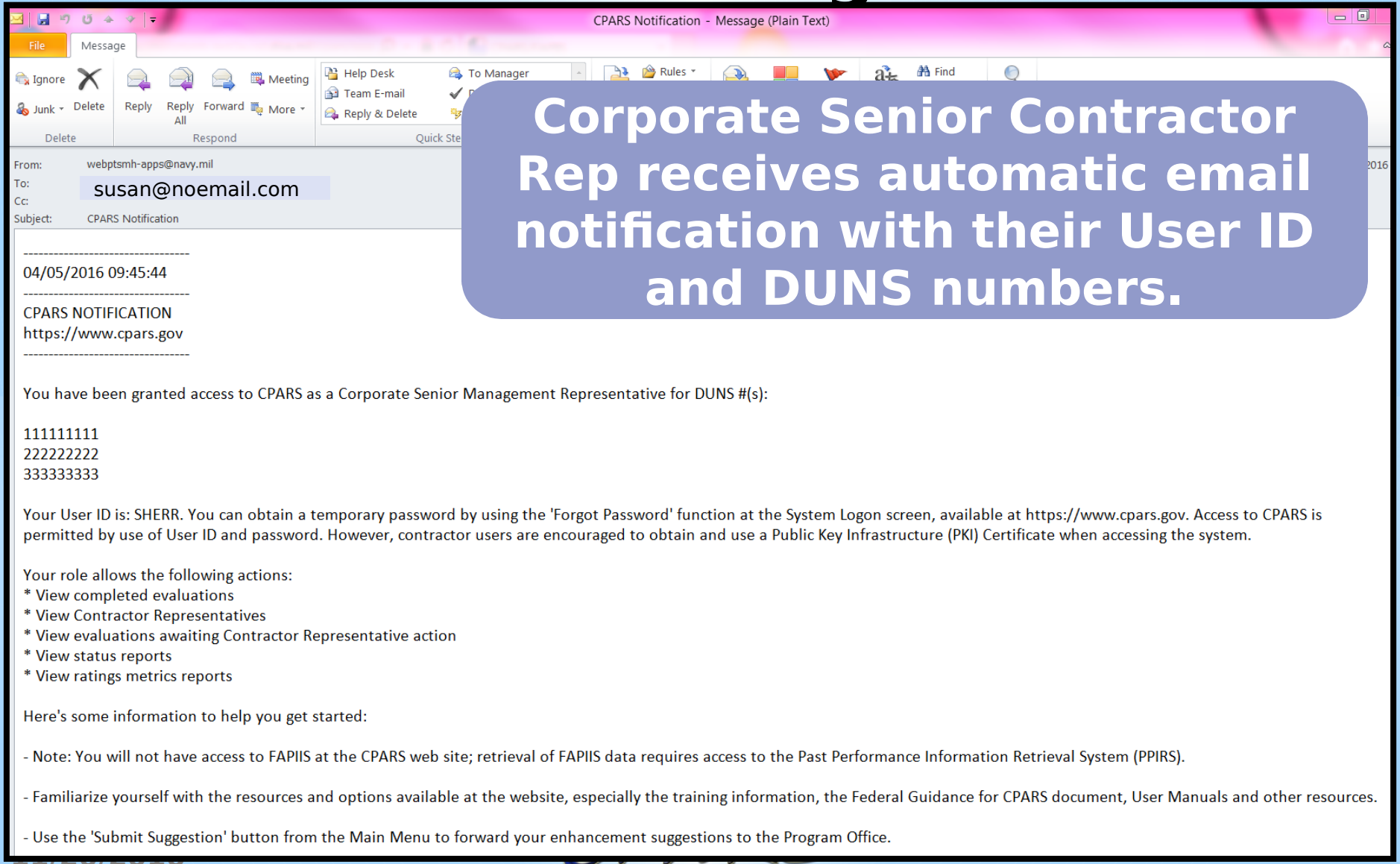
Requesting Corporate Senior Management


USER ACCESS REQUEST
Corporate Senior Management
(fields identified with * are required)
Email Address: susan@noemail.com
* User Name: SUSAN HERRON (enter alpha characters only; first
* Title: SENIOR CONTRACTOR REP
* Citizenship: UNITED STATES
* Street Address: 123 CORPORATE DRIVE
* City, State, Zip: WASHINGTON, DC
* Phone Number: 555-555-5555
* Organization: ABC CORPORATION
Enter all DUNS Number(s) over which you have cognizance.
Enter DUNS Number: 222222222
Enter MPIN: 222222222
Add
* Selected DUNS(s): 111111111 333333333
Remove
Remove All
User Responsibilities: By submitting this form you agree that you will comply with the terms/restrictions as listed below:
- I understand that Past Performance Information is to be protected as "FOR OFFICIAL USE ONLY/SOURCE SELECTION INFORMATION - see FAR
- I will not attempt to access files for which I do not have access privileges.
- I will treat all information examined or extracted as "business sensitive" or "company confidential" data pertaining to the companies whose data is in th
- I will not enter or process
- I will not transmit or com
- I will notify the CPARS P
- I will notify the CPARS P
- I will not program functio
employee, who does not have a
al of database, software package
Agree and Submit Request
Decline

Enter DUNS and MPIN and click Add. May enter multiple DUNS/MPINs on single access request.

Complete Access Request and click Agree and Submit Request.

Requesting Corporate Senior Management


CPARS Notification - Message (Plain Text)
File
Message
Ignore
Junk
Delete
Reply
Reply All
Forward
Meeting
More
Delete
Respond
Help Desk
Team E-mail
Reply & Delete
To Manager
Rules
Find
From: webptsmh-apps@navy.mil
To: susan@noemail.com
Cc:
Subject: CPARS Notification

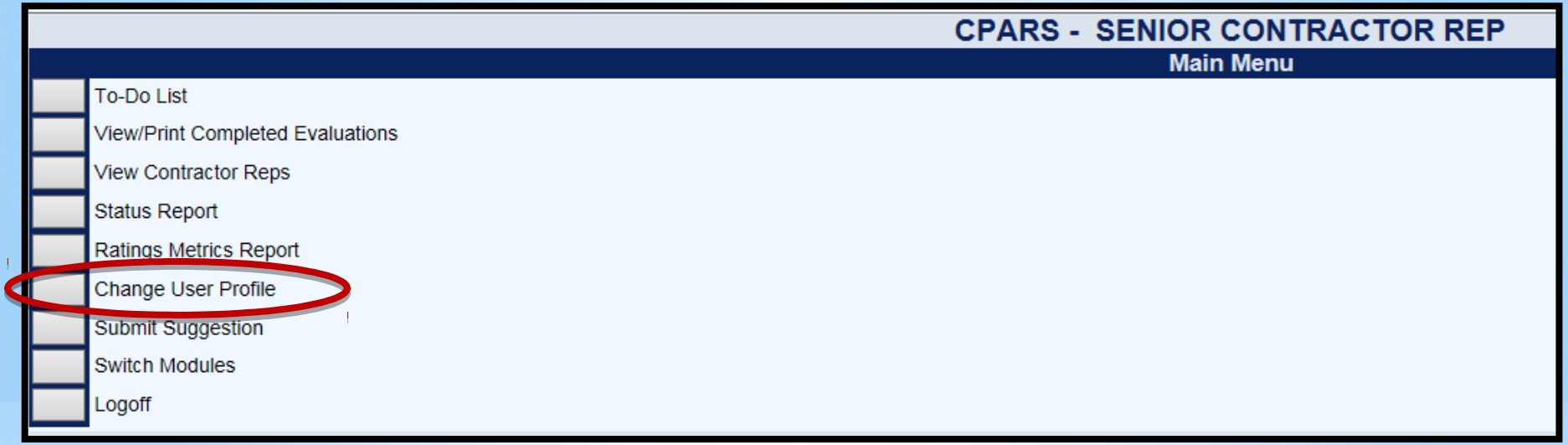
04/05/2016 09:45:44

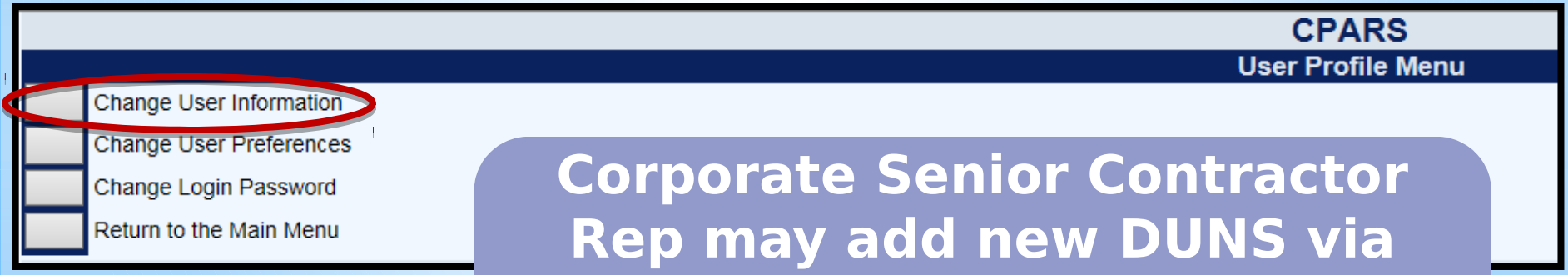
CPARS NOTIFICATION
https://www.cpars.gov

You have been granted access to CPARS as a Corporate Senior Management Representative for DUNS #(s):
111111111
222222222
333333333
Your User ID is: SHERR. You can obtain a temporary password by using the 'Forgot Password' function at the System Logon screen, available at https://www.cpars.gov. Access to CPARS is permitted by use of User ID and password. However, contractor users are encouraged to obtain and use a Public Key Infrastructure (PKI) Certificate when accessing the system.
Your role allows the following actions:
* View completed evaluations
* View Contractor Representatives
* View evaluations awaiting Contractor Representative action
* View status reports
* View ratings metrics reports
Here's some information to help you get started:
- Note: You will not have access to FAPIIS at the CPARS web site; retrieval of FAPIIS data requires access to the Past Performance Information Retrieval System (PPIRS).
- Familiarize yourself with the resources and options available at the website, especially the training information, the Federal Guidance for CPARS document, User Manuals and other resources.
- Use the 'Submit Suggestion' button from the Main Menu to forward your enhancement suggestions to the Program Office.

Corporate Senior Contractor Rep receives automatic email notification with their User ID and DUNS numbers.

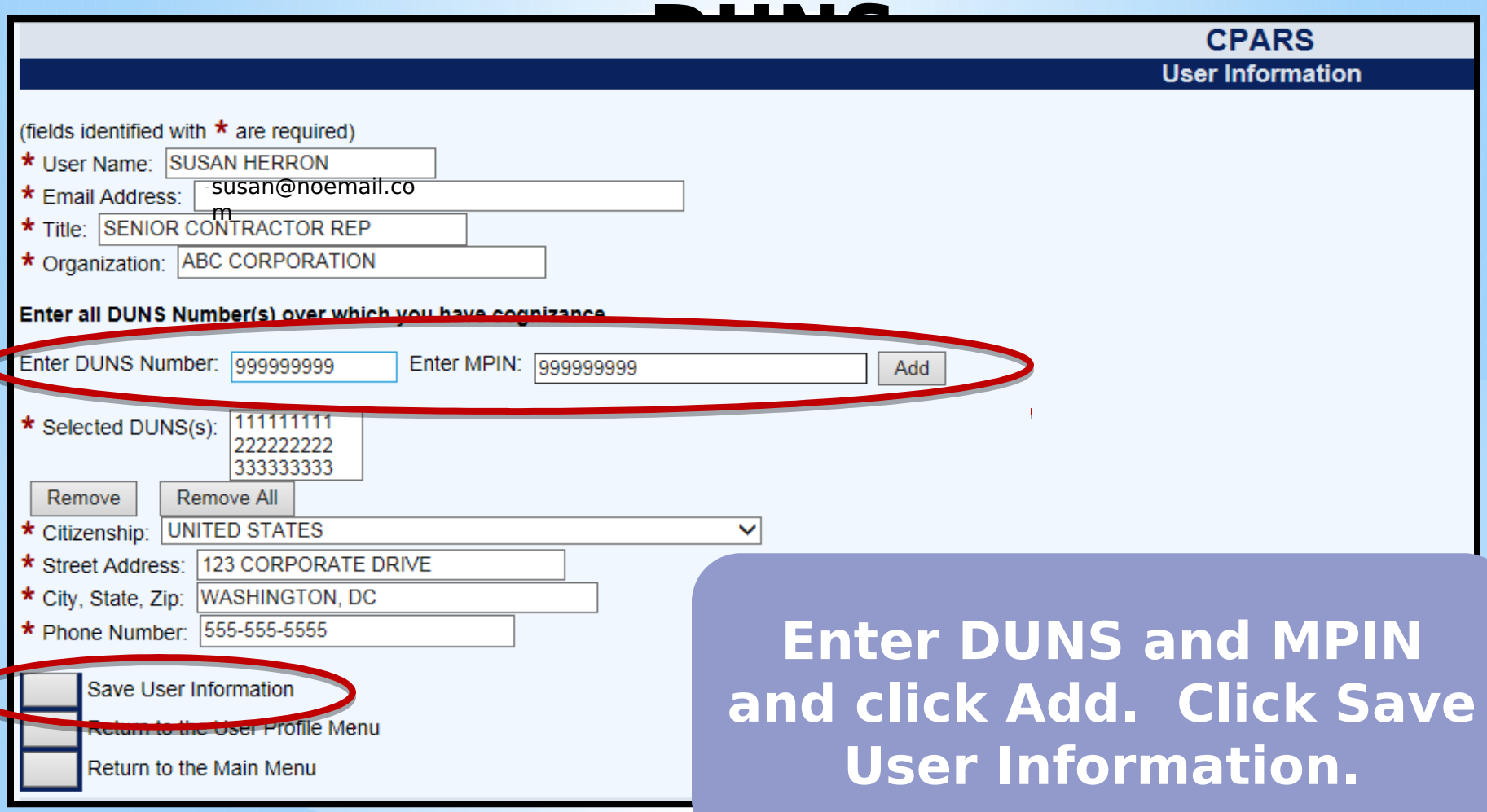
Corporate Senior Management Adding New





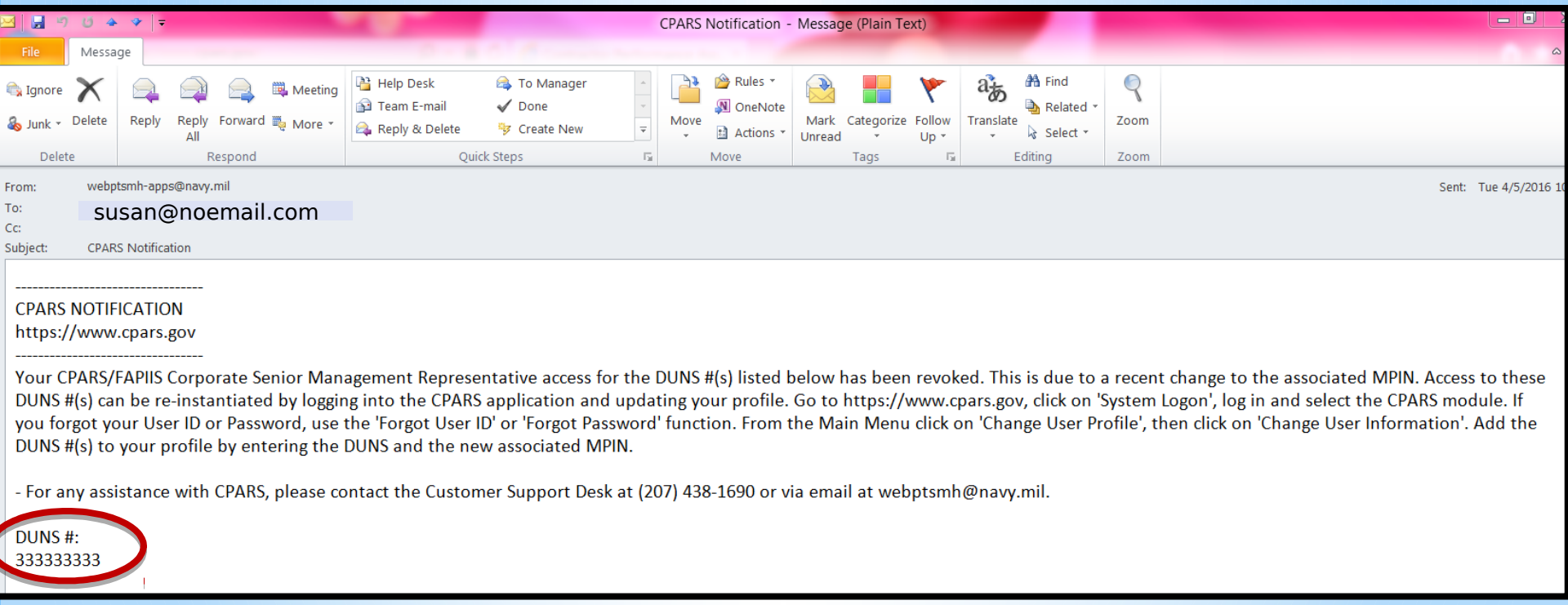
Corporate Senior Contractor Rep may add new DUNS via User Profile. Select Change User Profile then select Change User Information.

Corporate Senior Management Adding New DUNS


CPARS
User Information
(fields identified with * are required)
* User Name: SUSAN HERRON
* Email Address: susan@noemail.com
* Title: SENIOR CONTRACTOR REP
* Organization: ABC CORPORATION
Enter all DUNS Number(s) over which you have cognizance
Enter DUNS Number: 999999999
Enter MPIN: 999999999
Add
* Selected DUNS(s): 111111111 222222222 333333333
Remove
Remove All
* Citizenship: UNITED STATES
* Street Address: 123 CORPORATE DRIVE
* City, State, Zip: WASHINGTON, DC
* Phone Number: 555-555-5555
Save User Information
Return to the User Profile Menu
Return to the Main Menu

Enter DUNS and MPIN and click Add. Click Save User Information.

Corporate Senior Management

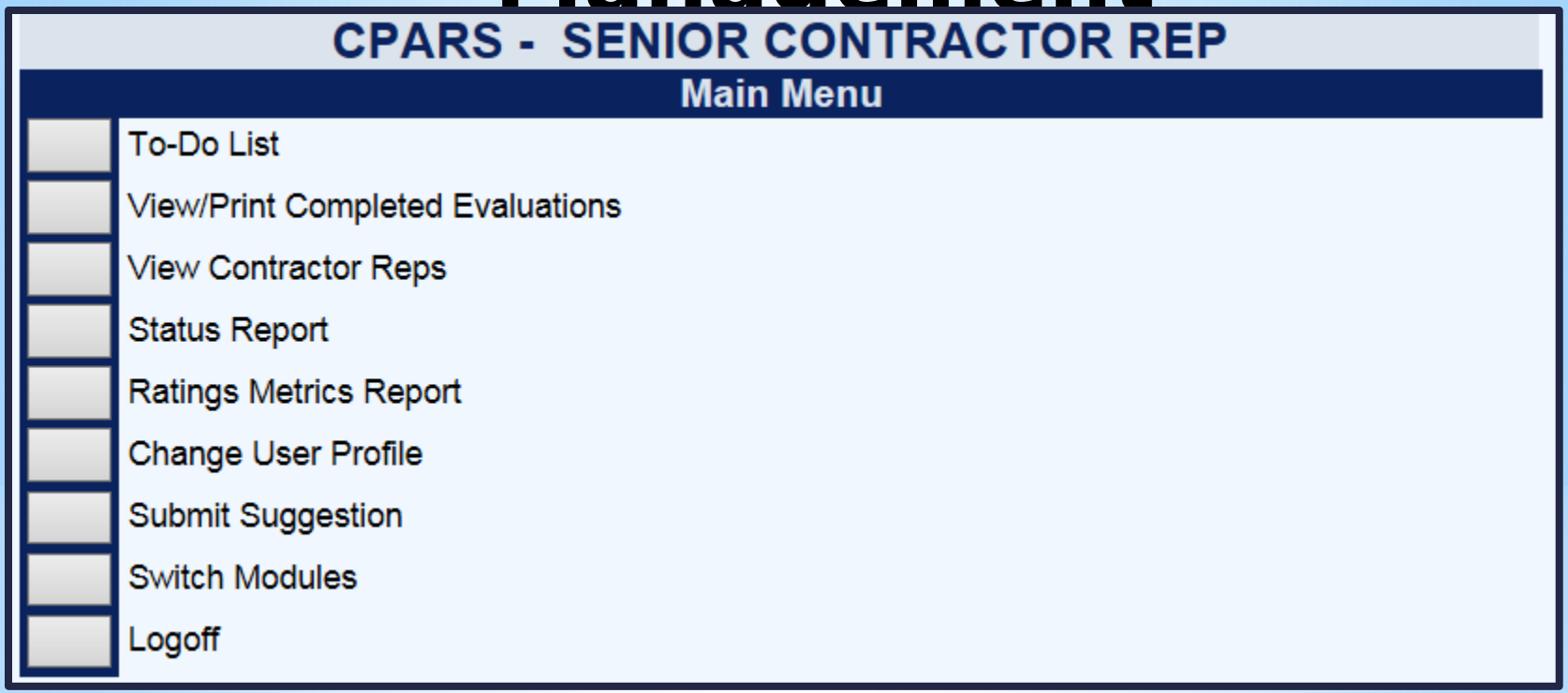

CPARS Notification - Message (Plain Text)
File
Message
Ignore
Junk
Delete
Reply
Reply All
Forward
Meeting
More
Delete
Respond
Help Desk
Team E-mail
Reply & Delete
To Manager
Done
Create New
Quick Steps
Move
Rules
OneNote
Actions
Move
Mark Unread
Categorize
Follow Up
Tags
Translate
Find
Related
Select
Editing
Zoom
Zoom
From: webptsmh-apps@navy.mil
Sent: Tue 4/5/2016 10
To: susan@noemail.com
Cc:
Subject: CPARS Notification

CPARS NOTIFICATION
https://www.cpars.gov

Your CPARS/FAPIIS Corporate Senior Management Representative access for the DUNS #(s) listed below has been revoked. This is due to a recent change to the associated MPIN. Access to these DUNS #(s) can be re-instantiated by logging into the CPARS application and updating your profile. Go to https://www.cpars.gov, click on 'System Logon', log in and select the CPARS module. If you forgot your User ID or Password, use the 'Forgot User ID' or 'Forgot Password' function. From the Main Menu click on 'Change User Profile', then click on 'Change User Information'. Add the DUNS #(s) to your profile by entering the DUNS and the new associated MPIN.
- For any assistance with CPARS, please contact the Customer Support Desk at (207) 438-1690 or via email at webptsmh@navy.mil.
DUNS #:
333333333

When MPIN changes, Corporate Senior Management access to DUNS revoked. Daily email notifying Corporate Senior Contractor Rep that access has been revoked. To restore access, Corporate Senior Contractor Rep may log in and update profile with DUNS and new MPIN.

Corporate Senior Management

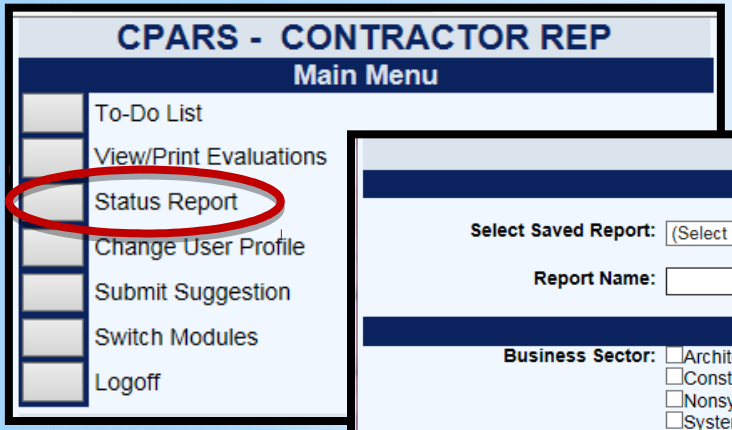


Note: This is a <u>Read-Only</u> Access to the System

Status Report

- ✓ Keep Qualifiers/Parameters Simple
- ✓ Use Report to Monitor Process
- ✓ User List
- ✓ Activity Log
- ✓ Spreadsheet

Status Report



CPARS

Status Report Parameters

Select Saved Report: (Select Report)

Report Name: *(Only required to Save Report)*

Data Options - Use to Limit Data

Business Sector: ☐ Architect-Engineer ☐ Construction ☐ Nonsystems ☐ Systems

Contract Status: ☐ Current ☐ Due ☐ Overdue ☐ Final

Evaluation Type: ☐ Interim ☐ Final ☐ Addendum ☐ None

Evaluation Status: ☐ Registered ☐ Initiated ☐ Drafted ☐ Rated ☐ Reviewed ☐ Finalized ☐ Completed

Contract Number:

Contract Activity: Add (1st six positions of the Contract Number)

Selected Activity(s): (None Selected) Remove Remove All

Report Options - Use to Include Additional Columns

○ **Counts** (options display when selected)

◉ **List of Contracts** (select optional data elements to include)

Contract Data: ☐ Award Date ☐ Business Sector ☐ Company Name ☐ Completion Date ☐ Current Value ☐ CAGE Code ☐ DUNS ☐ Effective Date ☐ Organization ☐ Project Number ☐ Total Value

Evaluation Data: ☐ Assessor Date ☐ Assessor Office ☐ Closed Date ☐ Contractor Due Date ☐ Due Date ☐ Evaluation Type ☐ Update Date

User Roles: ☑ Focal Point ☑ Alternate Focal Point

Run Report
Save Report
Return to the Main Menu

https://www.c
11/20/2016

Status Report

Contract Status & Evaluation Status on Same Report

CPARS
eport - 04/08/2016

DATA: All
[Spreadsheet]
(Click on a column name to re-sort the report.)

Run Another Status Report
Return to the Main Menu

Viewed	Contract Number	Order Number	Contract Status *	Contract Due Date	Period of Performan	Evaluation Status **	User Name	User Role	Phone Number	Email Address	Access Granted Date
	DOREEN111111111		DUE	04/29/2016	01/01/2014 - 12/31/2014	Completed	SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov	
							JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov	
	DOREEN111111111		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov	
							JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov	
	DOREEN333333333		DUE	04/29/2016	01/01/2014 - 12/31/2014	Completed	SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov	
							JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov	
	DOREEN333333333		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov	
							JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov	
	DOREEN555555555		DUE	04/29/2016	01/01/2014 - 12/31/2014	Completed	SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov	
							JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov	
	DOREEN555555555		DUE	04/29/2016	01/01/2015 - 12/31/2015	Drafted	SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov	
							JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov	
	DOREEN777777777		DUE	04/29/2016	01/01/2014 - 12/31/2014	Completed	SUSAN JONES	Focal Point	555-555-5555	susan@noemail.gov	
							JANE WHITE	Alternate Focal Point	555-555-5557	jane@noemail.gov	

Count: 29

x - indicates the record has been selected for viewing

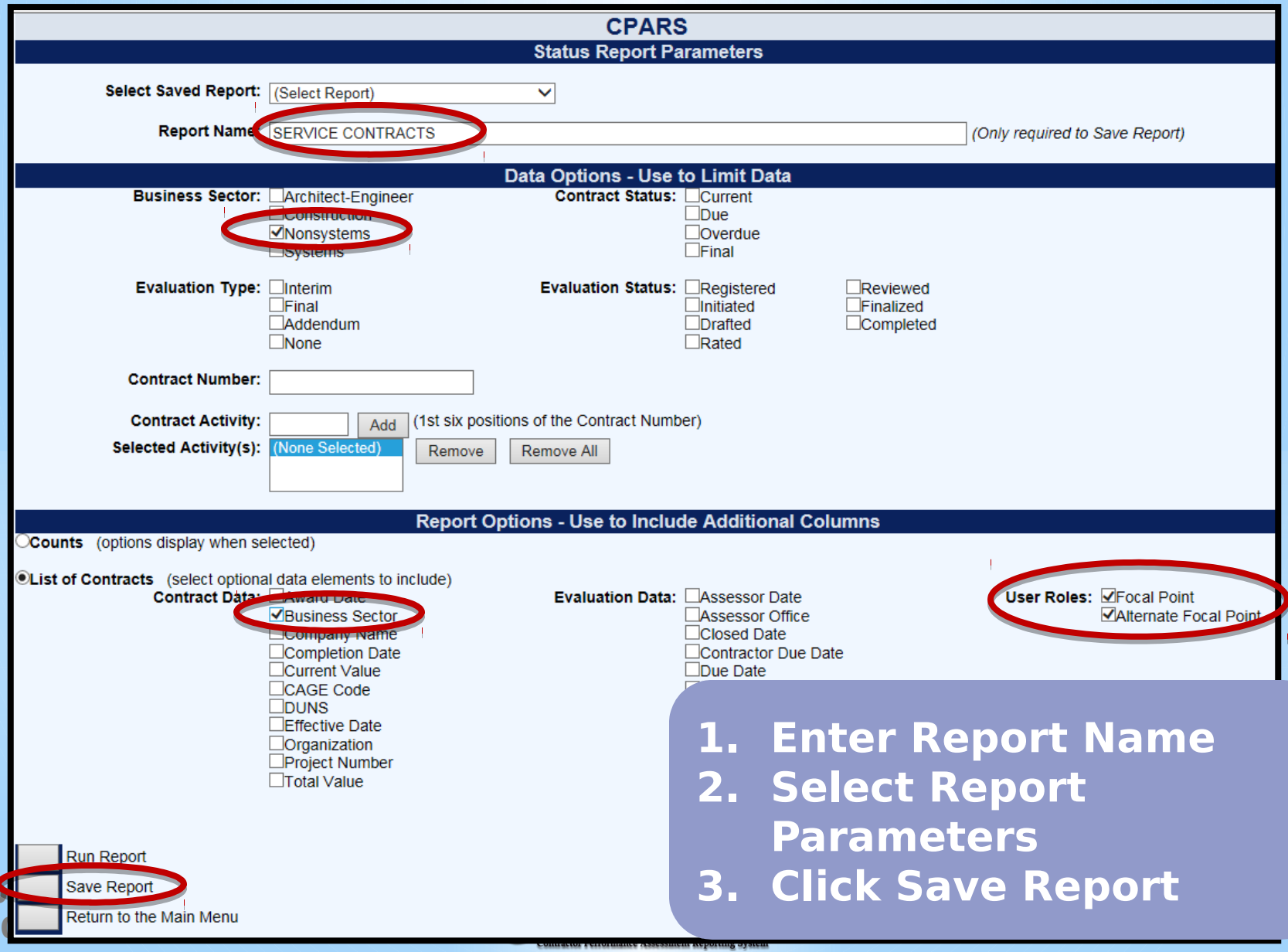
* **CONTRACT STATUS**
Current: All required Evaluations for this contract have been completed or are not yet due.
Due: The latest Evaluation for this contract should be in progress at this time.
Overdue: The latest Evaluation for this contract has not been completed within the 120 day period.
Final: The Final Evaluation for this contract has been completed, no further Evaluations are due.

** **EVALUATION STATUS**
Registered: The contract is registered, no Evaluations have been initiated.
Initiated: Waiting for Assessing Official Rep to send to Assessing Official.
Drafted: Waiting for Assessing Official signature.
Rated: Signed by Assessing Official; waiting for Contractor Rep comments.
Reviewed: Signed by Contractor Rep or Contractor Rep comment period expired; waiting for Assessing Official to finalize.
Finalized: Ratings finalized; waiting for Reviewing Official comments.
Completed: The Evaluation has been completed.

Status Definitions

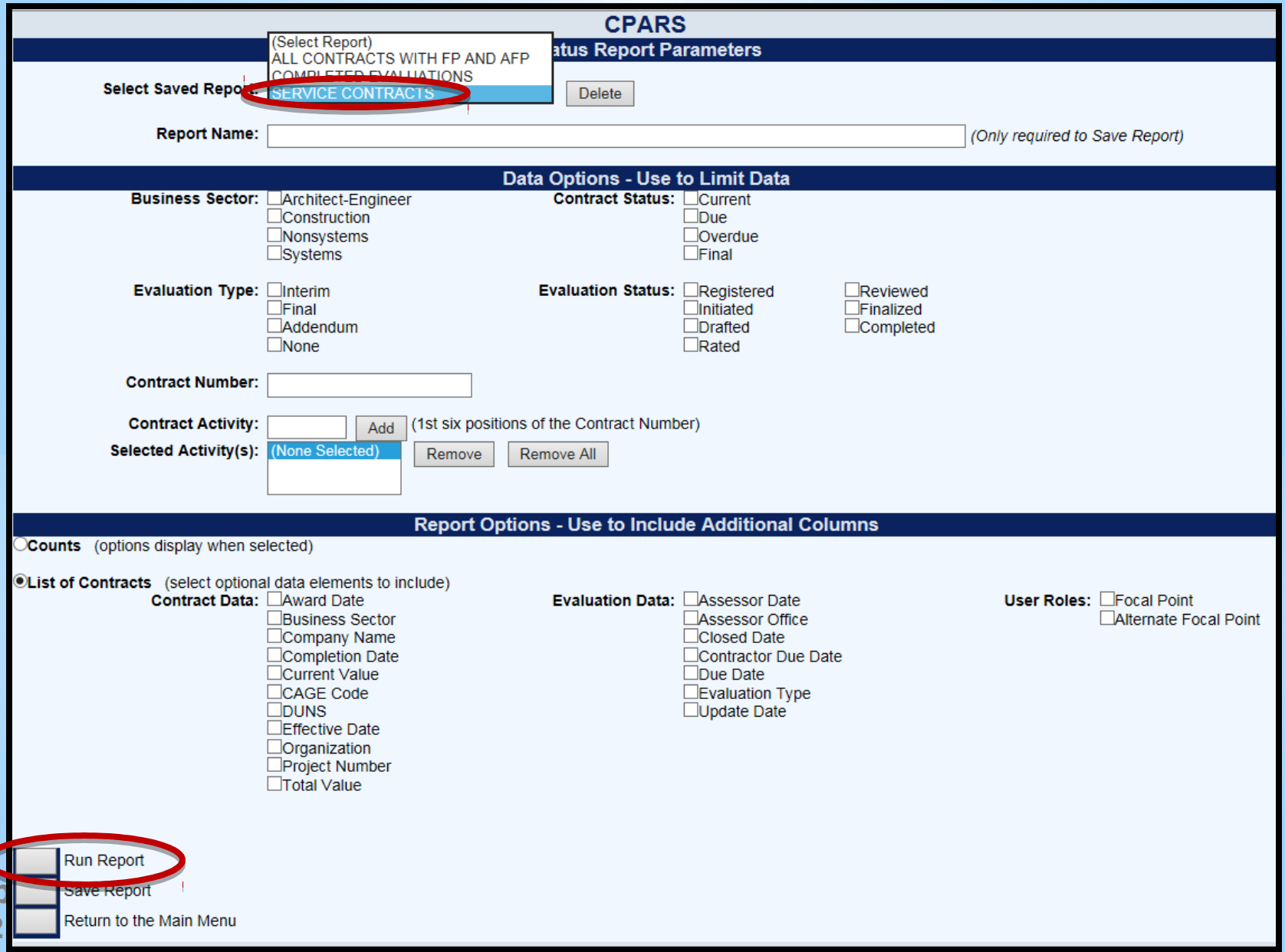
Run Another Status Report
Return to the Main Menu

Saving a Status Report


CPARS
Status Report Parameters
Select Saved Report: (Select Report)
Report Name: SERVICE CONTRACTS (Only required to Save Report)
Data Options - Use to Limit Data
Business Sector: Architect-Engineer, Construction, Nonsystems, Systems
Contract Status: Current, Due, Overdue, Final
Evaluation Type: Interim, Final, Addendum, None
Evaluation Status: Registered, Initiated, Drafted, Rated, Reviewed, Finalized, Completed
Contract Number:
Contract Activity: Add (1st six positions of the Contract Number)
Selected Activity(s): (None Selected) Remove Remove All
Report Options - Use to Include Additional Columns
Counts (options display when selected)
List of Contracts (select optional data elements to include)
Contract Data: Award Date, Business Sector, Company Name, Completion Date, Current Value, CAGE Code, DUNS, Effective Date, Organization, Project Number, Total Value
Evaluation Data: Assessor Date, Assessor Office, Closed Date, Contractor Due Date, Due Date
User Roles: Focal Point, Alternate Focal Point
Run Report
Save Report
Return to the Main Menu

1. Enter Report Name
2. Select Report Parameters
3. Click Save Report

Running a Saved Status

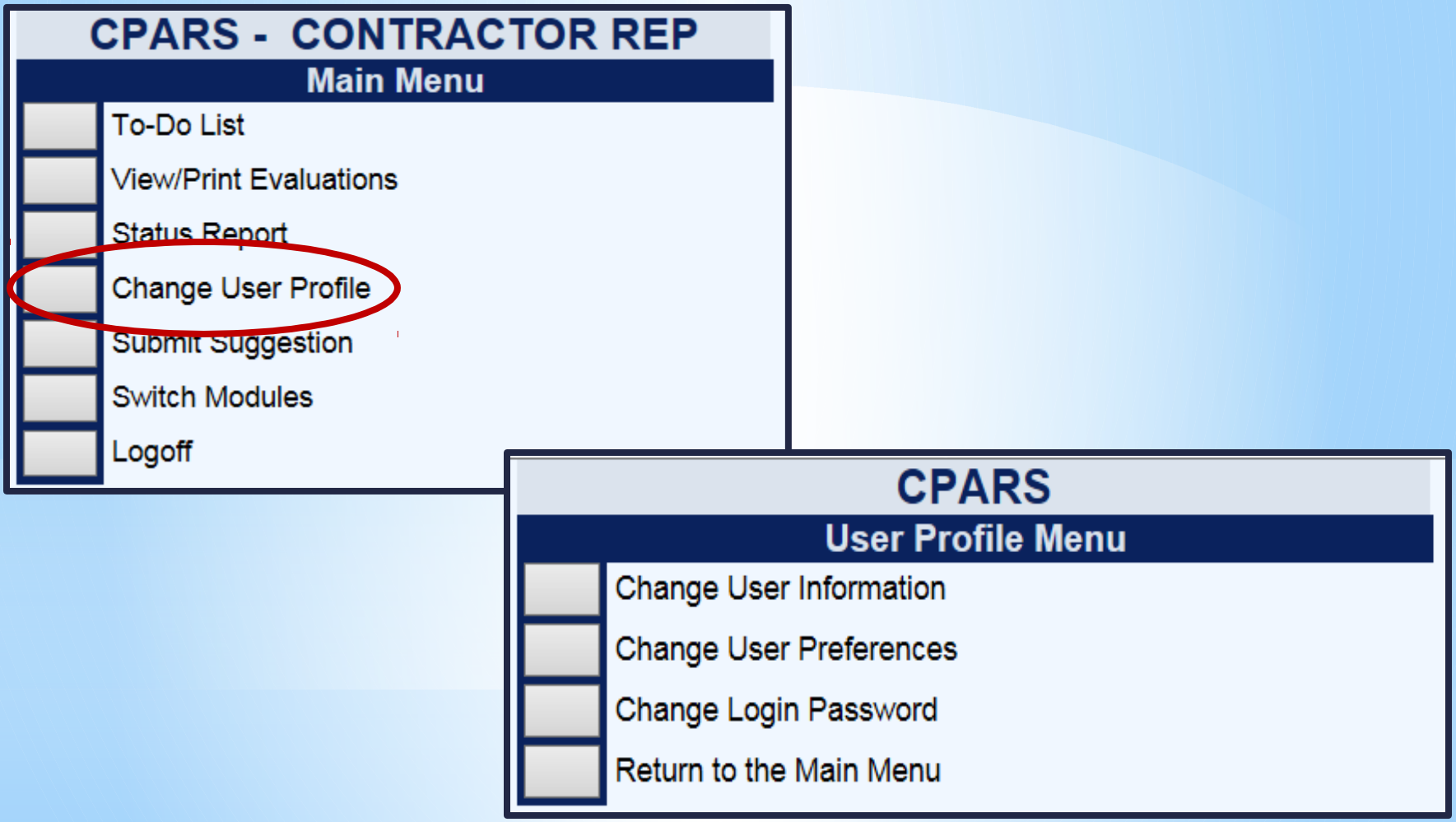


User Profile Menu / Switch Access Level

- ✓Change User Information
  - •Update User Profile/Email
  - •Required Annually
- ✓Change User Preferences
  - •Select or De-Select Optional Email Notifications
- ✓Change Login Password (Non-PKI)
  - •Forgot Password Button
  - •Expires Every 60 Days and Must be Changed at Next Login

Email Address is Critical to CPARS Automated Workflow

User Profile Menu



Automatic Email Notifications

- ✓Each Step of Workflow
- ✓System Reminders
  - Evaluation Due (AOR, AO, FP/AFP)
    - 30 Days Prior to Period of Performance End Date
    - Helps Ensure Evaluations Completed on Time
  - Evaluation Overdue (AO, FP/AFP, (RO if Finalized))
  - Contractor Comments Due (AO, CR)
  - Contractor Comments/Review Period Expired (AO)
  - Evaluation Complete (CR)
  - Access Assignment (All Roles)

PPIRS

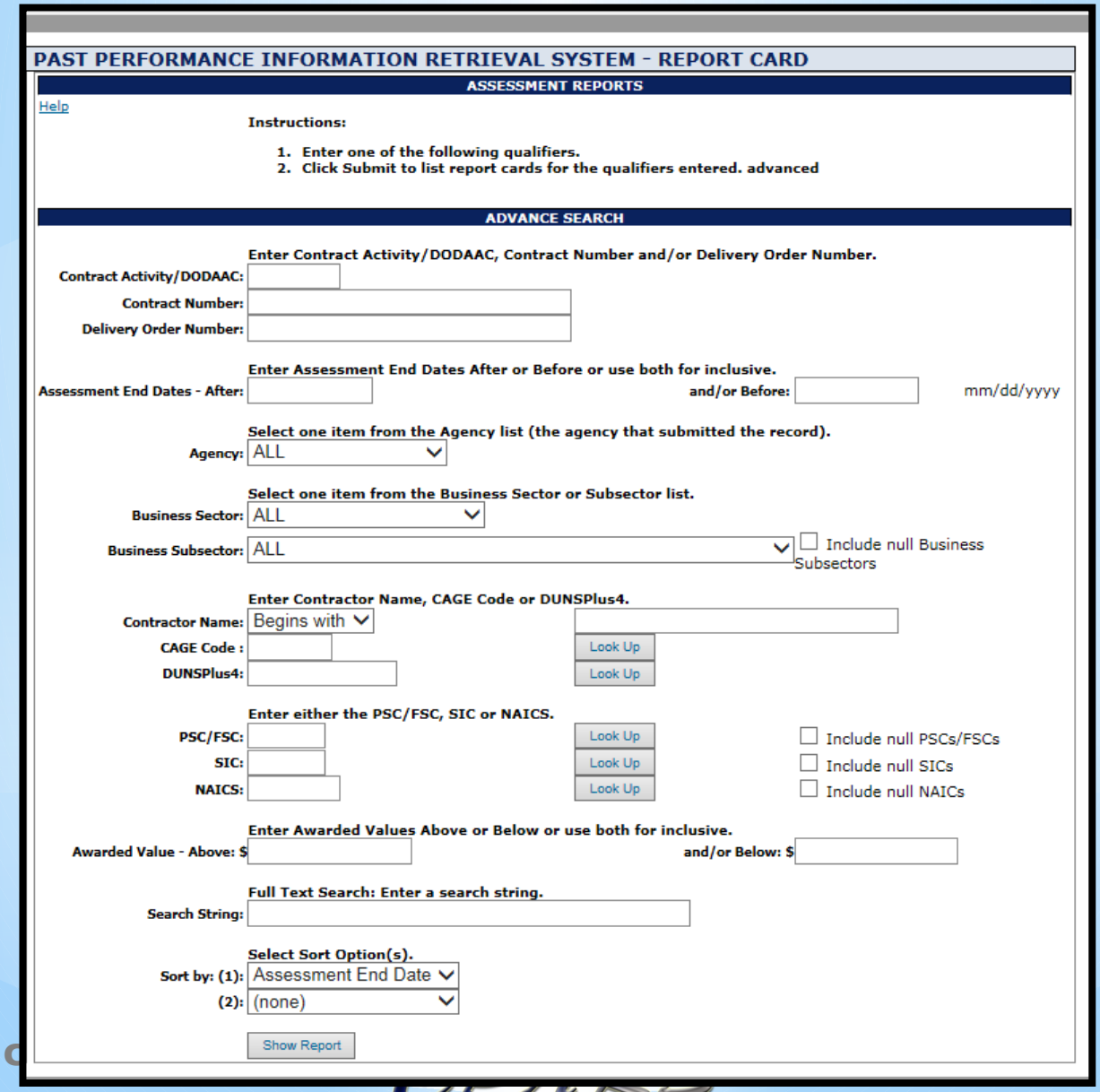
PPIRS
Federal Repository for Completed Evaluations

- ✓ Updated Daily from CPARS
- ✓ Also Contains Historical Evaluations from Prior Past Performance Systems

PPIRS
How to Get Access

- ✓ Contractor
  - Controlled Through System for Award Management (SAM)
  - Identify a Marketing Partner Identification Number (MPIN)
  - Enter DUNS and MPIN to Create User ID and Password
  - View Completed Evaluations at www.ppirs.gov
    - Select “PPIRS-Report Card Application Logon”

PPIRS



PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - REPORT CARD

ASSESSMENT REPORTS

Help

Instructions:

1. Enter one of the following qualifiers.
2. Click Submit to list report cards for the qualifiers entered. advanced

ADVANCE SEARCH

Enter Contract Activity/DODAAC, Contract Number and/or Delivery Order Number.

Contract Activity/DODAAC:

Contract Number:

Delivery Order Number:

Enter Assessment End Dates After or Before or use both for inclusive.

Assessment End Dates - After: and/or Before: mm/dd/yyyy

Select one item from the Agency list (the agency that submitted the record).

Agency: ALL

Select one item from the Business Sector or Subsector list.

Business Sector: ALL

Business Subsector: ALL Include null Business Subsectors

Enter Contractor Name, CAGE Code or DUNSPlus4.

Contractor Name: Begins with

CAGE Code : Look Up

DUNSPlus4: Look Up

Enter either the PSC/FSC, SIC or NAICS.

PSC/FSC: Look Up Include null PSCs/FSCs

SIC: Look Up Include null SICs

NAICS: Look Up Include null NAICs

Enter Awarded Values Above or Below or use both for inclusive.

Awarded Value - Above: $ and/or Below: $

Full Text Search: Enter a search string.

Search String:

Select Sort Option(s).

Sort by: (1): Assessment End Date

(2): (none)

Show Report

https://www.c

11/20/2016

Contractor Performance Assessment Reporting System

Past Performance Info and Source Selections

- ✓Solicitation Should Address:
  - Relevance (Past Performance Info for Similar Work)
  - Areas of Consideration (i.e., Technical, Management, Schedule, Past Performance, etc.)
  - Timeframe (Consider Last 3 Years, 6 Years for A-E and Construction)
  - Sources
  - Relative Importance
- ✓PPIRS
  - Contractor was Afforded Opportunity to Comment
  - Individual Agencies to Determine how to Consider Past Performance Info
  - Rely if Believe Past Performance Info is Valid
  - Contractor Ensures Accuracy

Bottom Line: Evaluate Past Performance Information in Accordance with the Solicitation!

Customer Support & Website

- ✓Customer Support Desk
  - Monday – Friday: 6:30 am – 6:00 pm ET
  - Commercial: 207-438-1690
  - Email: webptsmh@navy.mil
- ✓CPARS Website: https://www.cpars.gov
  - System Logon
  - Guidance for CPARS Document
  - User Manual
  - Training Information
  - Quality Checklist
  - FAQs

THANK
YOU !